

2017 Community Center Rental Application

Contact Name _____ Day Phone () _____ - _____

Mailing Address _____ City/Zip _____

Cell Phone () _____ - _____ Email: _____

Event Date(s) _____ Event Start Time: _____ End Time: _____

Will **ALCOHOL** be present? NO YES Time it will be consumed (start) _____ end _____

PUBLIC EVENT _____ or **PRIVATE EVENT** _____ Estimated attendance _____

Type of Event _____ What, if any, is your Admission Fee? _____

ORGANIZATION WEBSITE: _____

*****NO MUSIC OR ALCOHOL CONSUMED AFTER MIDNIGHT*****

INITIAL	<i>Oblong tables are included with the rental. There is a \$200 fee to change to Round tables</i>	TOTAL (Office Use Only)
	BOOKING FEE \$100 Fee is deducted from your final total. NON-REFUNDABLE	
	FULL COMMUNITY CENTER \$600 12,271 Square Feet 798 Occupancy 60 tables / 480 chairs included in rental You need: _____ Chairs _____ Tables	
	HALF COMMUNITY CENTER \$450 5,628 Square Feet 365 Occupancy 30 tables / 240 chairs included in rental You need: _____ Chairs _____ Tables	
	KITCHEN #3 \$100 400 Square Feet ***Includes: 1 Household Range, 1 Three Door Cooler, 2 Two Door Cooler, Sink	
	Each ADDITIONAL KITCHEN \$85 400 Square Feet ***Includes: 1 Single Door Cooler, 1 Two Door Cooler, 1 Three Door Cooler, Sink	
	ANY & ALL FOOD CONCESSIONS/VENDORS MUST BE PRE-APPROVED WITH MAIN OFFICE	
	Extra Tables needed: _____ \$2.50 each	
	Extra Chairs needed: _____ \$.75 each	
	Stage Size: _____ \$7.00 / section 4' x 8' sections (9 sections available) Stage Set Up location: _____	
	Free Standing Podium _____ Tabletop Podium _____ \$15.00	
	Microphones _____ \$25.00 each with one stand	
	Reader Board/Public Events one line, if available NO charge 30 spaces for letters and spaces -----	
	Campers _____ \$15.00 per night	
	EARLY SET UP REQUEST _____ \$50 for the night before (5 pm availability)	
	EARLY SET UP REQUEST _____ \$100 for the afternoon before (1 pm availability)	
	LATE CLEAN UP REQUEST _____ \$50 clean up next morning. MUST complete by NOON	

***** Items included with Kitchens may vary. Check with office prior to rental. Total= _____**

Any event **approved** to be invoiced must be paid within 30 days.

Any account over 30 days will incur a late fee of \$25 which will be applied every 30 days until paid.