

[NAME OF COMMUNITY CENTER]

[ADDRESS & PHONE NUMBERS]

RENTAL APPLICATION & AGREEMENT

NOTE: CONTACT _____ AT _____ [phone number] TO ARRANGE TO PICK UP THE KEY PRIOR TO THE EVENT DATE.

Renter Information:

Name of Contact Person:	
Organization (if applicable):	
Address:	[street address] [city], [state], [zip code]
Phone / Cell Number(s):	
Fax Number(s):	
Email Address:	

Event Information:

Date(s) of Event:	
Times: (INCLUDES SETUP, TEAR DOWN AND CLEANUP TIME)	From ____ AM/PM to ____ AM/PM
Anticipated Number of Attendees:	
Purpose of Event:	
Areas Required: [Rental includes use of coatroom and public bathrooms.]	Lobby ____ Community Hall ____ Meeting room(s) [specify how many] ____ Dressing room(s) [specify how many] ____ Kitchen ____ Other [specify]:

Rental Fees*:

Rental Charge:	\$
Equipment Charge:	\$
Security Deposit (refundable):	\$
TOTAL AMOUNT PAYABLE:	\$

*Rental fees and deposit must be paid prior to the event date.

Date Deposit Returned to Renter: _____

Check No. _____

Please indicate below by placing a checkmark in the appropriate box if you wish to come prior to or following your rental date to: view the facility; decorate or set up; extend clean up time to 12:00 noon the day after your event; set up live music; or if you have any other special request.

<input type="checkbox"/>	View Facility	<input type="checkbox"/>	Decorate or Set up
<input type="checkbox"/>	Extend Clean Up Time	<input type="checkbox"/>	Set Up Live Music
<input type="checkbox"/>	Other (please specify below)		

Please list below any community service effort your group would like to provide to the community .

For Juvenile Party Use Only:

Number of Juveniles	Number of Chaperones
Names of ALL Chaperones	

PLEASE READ THE ATTACHED TERMS AND CONDITIONS AND THEN SIGN WHERE INDICATED ON THE LAST PAGE.

TERMS AND CONDITIONS OF RENTAL

[NAME OF COMMUNITY ASSOCIATION] (the "Association") agrees to rent the _____ Community Center (the "Center") to the Renter named on page 1 of this Agreement for the function and on the dates described on page 1 of this Agreement on the following terms and conditions:

1. *Rental Fees.* The Renter agrees to pay the Rental Fees set out on page 1 of this Agreement, in accordance with the Center's current rates, a copy of which are attached hereto. The Rental Fees must be paid in full at least ____ days prior to the Event Date. Failure to pay the Rental Fees on time will result in cancellation of the booking and forfeiture of any amounts paid by the Renter.
2. *Deposit.* All bookings require payment of a \$_____ refundable security deposit per booking, to be paid at the time of booking. The deposit will be refunded to the Renter following a post-Event inspection by the Facility Manager, provided that there is no loss or damage to the premises as a result of the Event. The costs of any loss or damage will be deducted from the deposit, and the balance (if any) will be refunded. If the costs of such loss or damage exceed the amount of the deposit, the Renter agrees to pay the excess within ____ days following the Event.