

ROOM RESERVATION FORM

CONTACT INFORMATION

Name of Organization: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Numbers: _____ Email: _____

EVENT INFORMATION

Date of Event: _____ Time of Event: _____

Room Requested: _____ # of Attendees: _____

of Tables and Chairs Required: _____ Tables _____ Chairs

Reservation Beginning Time: _____ Reservation Ending Time: _____

Title/Name of Event: _____

Brief Description of Event: _____

Will alcohol be served? Yes No

If yes, please describe: _____

DEPOSIT

Room Deposit: \$	+	Equipment Deposit: \$	=	Total Deposit: \$
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RENTAL FEES

Total Hours Requested:	X	Hourly Room Fee: \$	=	Total Room Rental Fees: \$
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Equip/Kitchen Fee: \$	+	Center Rep Fee: \$	=	Total Other Fees: \$
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Total Fees: \$

Due Date for Payment of Fees:

By signing below, you acknowledge the following:

- You have thoroughly read the Policies and Procedures Regarding Room Rentals at The Center, and you agree to abide by those policies and procedures, including the following:
 - Available Rooms;
 - Miscellaneous Policies;
 - Hours and Availability;
 - Holiday Closures;
 - Rentals of Tables and Chairs;
 - Making a Reservation;

- Method of Payment;
 - Cancellation and Refunds;
 - Refund of Deposits; Set-Up and Cleaning of Rooms; Costs Incurred for Damage to Premises and/or Equipment;
 - Alcohol Use;
 - Noise Control; and
 - Prohibited uses.
- You acknowledge that failure to abide by policies and procedures can lead to the cancellation of your reservation and/or the forfeiture of your deposit.
 - You acknowledge that no reservation will be made until a signed room reservation form and deposit are received by The Center.
 - You acknowledge that your reservation may be canceled if The Center does receive full payment of the room rental fee 30 days prior to your event.
 - Regarding your rental deposit, you accept the following terms:
 - If there are no damages, set-up or cleaning costs, your entire deposit will be returned to you;
 - Costs for damages, set-up or cleaning will be charged against your deposit, and the balance of the deposit after those charges will be returned to you; and
 - You agree that you will pay The Center, upon demand, for all costs related to damages, cleaning or set up that are in excess of your rental deposit.

Signature: _____ Date: _____

Print Name: _____

