

COMMUNITY & YOUTH INVOLVED CENTER RENTAL AGREEMENT

Contact Information

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ (email) _____

Event Information

DATE OF EVENT: _____ TYPE OF EVENT: _____

TIME OF EVENT: _____ a.m./p.m to _____ a.m./p.m. Approximate # of Guests _____

Rental Fees

Pat Duffy Community Center (Circle your choice)

1 Day use: \$500.00

Weekend event: \$750.00 (Friday 6 PM – Sunday 12 Noon)

Alcohol permit - renter responsible for obtaining from city or licensed business

Rental Requirements

- \$50.00 Non-refundable Deposit due upon signing of Rental Agreement
- Deposit applied towards Rental Fee unless cancelled; If event cancelled, deposit is non-refundable
- \$200.00 Damage deposit upon walk through before event & returned to renter after center is found acceptable condition upon walk through after event
- Full payment due 24 hours prior to event taking place
- Absolutely no keg beer allowed on premises.
- Premise must be vacated and cleaned (same day on 1 day use)
- ABSOLUTELY NO ATTACHING ANYTHING TO THE WALLS EXCEPT FOR CONCRETE WALLS AND FRONT OF THE STAGE!
- Signature indicates agreement with Rental Requirements
- Signature of Event Host or Contact Person: _____ Date _____

For Office Only

Deposit Fee Collected _____ Received by: _____ Date: _____

Rental Fee Collected _____ Received by: _____ Date: _____

Damage Deposit Collected _____ Received by: _____ Date: _____

Damage Deposit Refunded _____ Received by: _____ Date: _____