



## Braham Event Center Reservation Form & Rental Agreement

This application must be filled out completely by an adult 21 years of age or older. All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved. A certificate of liability may be required.

### **Renter Information** (please print clearly)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Street/House Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number at home: \_\_\_\_\_ Phone number at work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Event Information**

Date of application: \_\_\_\_\_ Date of event: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Is this a non-profit? Yes/No Is this a fund-raising event? Yes/No

Estimated attendance: \_\_\_\_\_ Will food be served? Yes/No will alcohol be served? Yes/No Will there be youth in attendance? Yes/No

If yes, alcohol start time: \_\_\_\_\_ am/pm; End time : \_\_\_\_\_ am/pm You must use Braham Event Center Alcohol caterer!

Rental hours: Start: \_\_\_\_\_ am/pm; End: \_\_\_\_\_ am/pm

### **Rooms Requested and rental fees:**

**Banquet Hall:** \_\_\_\_\_; **Multipurpose room:** \_\_\_\_\_; **Library:** \_\_\_\_\_.

*(See backside)*

**Record of fees**

Room rental: \$\_\_\_\_\_ (\*do not include damage deposit)

**Food costs need to be negotiated through Kathy's Kitchens.**

Projector/Screen: \$50\_\_\_\_\_

Pipe and Drape: \$100\_\_\_\_\_

Set-Up fee \$25 per hour time's number of hours: \_\_\_\_\_ (if not during regular rental hours)

Total fees from this section: \$\_\_\_\_\_

***Due upon signing agreement (room rental one half down payment)***

\*Damage Deposit: \$\_\_\_\_\_

Amount received: \$\_\_\_\_\_

Form of Payment: cash\_\_\_\_\_; check\_\_\_\_\_; check number\_\_\_\_\_; credit card\_\_\_\_\_.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

***Final payment deposit record***

Due within 30 days of event: \$\_\_\_\_\_ Date final payment is due: \_\_\_\_\_

Balance of rental: \$\_\_\_\_\_

Form of payment: cash: \_\_\_\_\_; check\_\_\_\_\_; check number\_\_\_\_\_; credit card\_\_\_\_\_.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

If a certificate of liability is required, I understand that I must provide proof of liability insurance in the amount of \$1,500,000 per occurrence naming Tusen Tack as additional insured for General Liability, under the certificate of insurance. I, the undersigned applicant have read the policies and rules of the Braham Event Center and agree to fully comply with these rules and policies and accept full responsibility for the use of the facility. I hereby submit the requested damage/clean-up deposit (in addition to the rental fee) for my intended use in accordance with the rules and policies of the facility. The damage deposit will be returned if there are no charges for damages, repairs, or cleaning cost resulting from our use. **I understand that if I cancel, the rental fee deposit is not returned.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized BEC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

