



Braham Event Center Reservation Form & Rental Agreement- **Wedding**

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: _____ Partner: _____

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: Wedding Ceremony: yes; no Wedding Reception: 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 Friday: _____am/pm; End: _____am/pm Start Saturday: _____am/pm; End: _____am/pm; Start Sunday: _____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 with 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: _____

