



Braham Event Center (BEC)
Wedding
Rental Agreement



Today's Date: _____

The Rental Agreement must be completed 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: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email Address: _____

Event Information

Date of Event: _____ Day of Event: _____

Rental Hours Friday: Start Time (including setup): _____ End Time: _____ Time Event Starts: _____

Rental Hours Saturday: Start Time (including setup): _____ End Time: _____ Time Event Starts: _____

Rental Hours Sunday: Start Time (including setup): _____ End Time: _____ Time Event Starts: _____

Wedding Ceremony? [] Yes [] No Wedding Reception? [] Yes [] No Wedding Dance? [] Yes [] No

Type of Music? [] DJ [] Live Band [] Music over Speakers [] None

Estimated Attendance: _____ Will Youth Be in Attendance? [] Yes [] No

Will Alcohol Be Served? [] Yes [] No If yes, Alcohol Start Time: _____ am/pm End Time: _____ am/pm

(You must use BEC's Licensed Alcohol Caterer)

Will Food Be Served? [] Yes [] No (Select all that apply) [] Snacks/Treats [] Finger Foods [] Full Meal

Who will cater your food? [] Kathy's Kitchen [] Other Licensed Caterer: _____

(Renter is allowed to bring in snacks and treats to augment the meal from a licensed kitchen, store, or restaurant for a family/private event. Outside Licensed Caterer's must be approved by Kathy's Kitchen before Renter signs contract with outside licensed Caterer.)

Additional Notes:

Empty rectangular box for additional notes.



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Room(s) Requested for Rental: Banquet Hall Multipurpose Room Library

Room Rental Fee (Does Not Include Damage Deposit): \$ _____

Projector/Screen (\$50): \$ _____ Audio? or Microphone? Yes No

Sound System (Microphone) (\$50): \$ _____

Pipe and Drape (\$100): \$ _____

Staging (\$150-6 people max): \$ _____

Security Officers: \$ _____

Setup Fee (\$25/hour if not during rental hours): \$ _____ Date: _____ # of Hours: _____

Total Rental Fee: \$ _____ (1/2 due upon signing agreement)

Rental Fee Deposit Due Today (1/2 Total Rental Fee): \$ _____ (This deposit is nonrefundable)

Form of Payment: Cash Check # _____ Credit Card Date Paid: _____

Balance of Rental Fee Due: \$ _____

Plus Damage Deposit: \$ _____

Balance Due (21 days before Event Date): \$ _____ ***Due Date:** _____

Form of Payment: Cash Check # _____ Credit Card Date Paid: _____

If Renter prefers to make payments for the balance due before the due date, record payments here:

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

I, the undersigned Renter, have read and agree to fully comply with the Rental Agreement and Rental Policy of Braham Event Center. I agree to pay all fees due today (1/2 of Total Rental Fees) and the balance on the due date* specified above.

I understand that if I cancel, the Rental Fee Deposit will not be refunded.

Printed Name

Signature

Date



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Room Setup

This form is required to be completed and turned into the BEC office at least **three weeks** before the event.

Tables and Chairs Available for Use and Included in the Rental Fee

Quantity	Size/Type of Table	# Guests per table	Seating Capacity
45	5 foot round	8	360
16	6 foot rectangle	10	170
6	8 foot rectangle	12	84
400	Chairs	1	400

Tables (Please complete map):

- Head Table # of Tables: _____ Table Size: _____ # of Chairs: _____
- Gift Table # of Tables: _____ Table Size: _____ # of Chairs: _____
- Guest Book Table # of Tables: _____ Table Size: _____ # of Chairs: _____
- Other Tables # of Tables: _____ Table Size: _____ # of Chairs: _____

Linen rental is not provided.

Vendor Information:

- Decorator: _____ Contact Number: _____ Arrival Time: _____
- Floral: _____ Contact Number: _____ Arrival Time: _____
- Cake Decorator: _____ Contact Number: _____ Arrival Time: _____
- DJ/Band: _____ Contact Number: _____ Arrival Time: _____
- Photographer: _____ Contact Number: _____ Arrival Time: _____
- Other: _____ Contact Number: _____ Arrival Time: _____

Additional Notes: