

Facility Rental Agreement

Date of Rental: _____ Start Time: _____ End Time: _____

Type of Activity: _____ Estimated # of Attendees: _____

Applicant Information:

Name: _____ Phone # _____

Address: _____

City: _____ State: _____

Email: _____

	Room Requested	Seating Capacity	Hourly Fee	Total Cost
	Combined Full Room	Seating (189 people)	\$120.00 / hour	
	Dance Room	Seating (125 people)	\$70.00 / hour	
	Senior Room	Seating (64 people)	\$50.00/ hour	
	Upstairs Room	Seating (60 people)	\$50.00/ hour	
	Game Room	Seating (84 people)	\$45.00/ hour	
	Meeting Room	Seating (12 people)	\$30.00/ hour	
	Gymnasium		\$50.00/ hour	
	Kitchen		\$50.00 flat fee with rental	

Room Set-Up Requirements: (Tablecloths not provided)

Seating: 80" Round Tables _____ 6' Rectangle Tables _____

Food/Gift Tables: 6' Rectangle Tables _____

_____ **Standard Set Up:** 8 chairs per 80" round table, two 6' food tables, one 6' drink table, two 6' gift tables

_____ **Customized Set-Up:** Please attach completed room layout

\$50.00 Non-Refundable Deposit due upon booking to reserve the date. Total balance due in full one week prior to event date.

Active members receive a 10% discount of total rental price.

For Office Use Only

Total Rental Fee: _____

Minus Deposit: _____

Date Paid: _____ Payment Method: _____

Minus Member Discount: _____

Balance Due: _____

Date Paid: _____ Payment Method: _____

Comments: _____

Birdsboro Community Memorial Center
Rental Policies and Procedures

A deposit of \$50.00 is required at the time of the reservation. Deposit is non-refundable for cancellations. Balance is to be paid in full 10 days prior to the event.

Please confirm rental times and number of guests attending and room set-up 10 days prior to the event.

NO ALCOHOL of any kind is permitted on the property without prior approval and an applicable insurance policy naming Birdsboro Community Memorial Center as an additional rider on your homeowners policy. Please provide a copy of the insurance policy 10 days prior to the event.

Doors will remain locked until 15 minutes prior to the rental time. Please do not arrive earlier than your rental time or an additional fee will be charged. All persons must be exited from the facility by the contracted time, this includes guests, contracted services, and the renter. Occupancy of the rental area later than the contracted time will result in additional fees.

Tables and chairs should be set-up as they were at the beginning of the rental. Renter should place all trash inside of trash cans.

Decorations CANNOT be pinned, taped or affixed to the walls, ceiling, windows, or tables. Use of glitter or confetti type decorations are discouraged. It is the renters responsibility to remove and clean up all decorations before the end of the rental. The use of candles is acceptable on cakes, but no open flames or candles should be used as table decorations.

Renter is responsible for behavior of guests. Guests should not enter rooms or areas not specified on the rental agreement. Children must be supervised at all times.

Renter is responsible for any and all damages incurred to the facility during the rental period.

Smoking is not permitted anywhere inside the building. The only smoking area is outside on the far east side of the building by the picnic table.

All items brought in by the renter must be removed from the facility by the end of the rental time. Items can not be stored here prior to or after the event. Birdsboro Community Memorial Center can not be held responsible for any items left at the facility.

This facility is under camera surveillance and any violation of these rules and regulations could result in additional fees and or criminal charges.

The undersigned assumes personal and individual liability of themselves and their guests. In the event that you or your guests are unable to adhere to the stated guidelines, you will be charged an additional rental fee and/or asked to vacate the premises by the facility staff or the Birdsboro Police Department.

I / We _____ agree to the policies and procedures stated above. I/We agree to defend, indemnify and hold harmless Birdsboro Community Memorial Center, it's elected or appointed officials, members, agents, employees, and volunteers from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted, claimed or recovered against or from BCMC for any reason including damaged property, personal or bodily injury, including death, sustained by any person for any reason, including the provision, serving and consumption of alcohol provided by the renter or attendees of which damage, injury or death arises out of or is incident to or in anyway connected with this contract.

Signature of Applicant: _____ Date: _____

Printed Name: _____