

# Burlington Community Center

## Rental Agreement

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Rental Room:** *Please Circle Room(s) Requested*

Room A      Room B      Conference Hall      Recreation Room      Kitchen

Size of Party: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Set-up Date(s) and times required: \_\_\_\_\_

Rental Date(s) and times required: \_\_\_\_\_

Clean-up Date(s) and time required: \_\_\_\_\_

**Will Alcohol Be Served:** *Please Circle One*

Yes                  No

**Will Alcohol Be Sold:** *Please Circle One*

Yes                  No

**Would you like Community Center Staff to Set-up or Tear-down:**

(Room Set Up, Tear Down & Clean Up \$50/Hour)

Yes                  No

**Do You Have Caterers:**

Yes                  No

If Yes Who: \_\_\_\_\_

**Would you like Complimentary Coffee, & Water:**

Yes                  No (No weekend)

**Style Tables, Chairs Desired & How Many:**

Round \_\_\_\_\_ Rectangle \_\_\_\_\_ Chairs \_\_\_\_\_

**Will You Need the Stage: (Only City Staff will Set-up)**

Yes                  No

**Would you like to use our Pipe and Drape:**

Yes                  No

Please Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Community Center Staff Signature: \_\_\_\_\_

### Office Use Only:

Rental Fee: \_\_\_\_\_ Deposit Fee: \_\_\_\_\_ Tear Down & Set-up Fee: \_\_\_\_\_

Name that paid Deposit: \_\_\_\_\_ Check No: \_\_\_\_\_ Cash                  Credit