

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*

Will Alcohol Be Sold: *Please Circle One*

Yes No

Yes No

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

Do You Have Caterers:

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

Yes No

Yes No

If Yes Who: _____

Would you like Complimentary Coffee, & Water:

Style Tables, Chairs Desired & How Many:

Yes No (No weekend)

Round _____ Rectangle _____ Chairs _____

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

Would you like to use our Pipe and Drape:

Yes No

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

COMMUNITY CENTER RENTAL RATES

ROOM RENTAL	RENTAL FEES 4 HOURS OR LESS	RENTAL FEES MORE THAN 4 HOURS	NON-ALCOHOL EVENT DEPOSIT	ALCOHOL EVENT DEPOSIT
ROOM A	\$100	\$150	\$150	\$1000
ROOM B	\$100	\$150	\$150	\$1000
RECREATION ROOM	\$150	\$200	\$250	\$1000
CONFERENCE HALL	\$300	\$500	\$500	\$1000
KITCHEN	\$100	\$100	*\$200* (applies if only kitchen rented)	\$1000
SET UP PER DAY (prior to event date)	\$200	\$200	N/A	N/A

Multi-Day Events (Fri-Sat-Sun) = \$1,300.00

includes whole building, event running until midnight (12:00am), clean up by 2:00pm Sun

Single-Day Event (Whole Building) = \$1,000.00

Any event with alcohol, renter must provide **Liability Insurance** up to \$1,000,000.00 (ask staff for more info)

Other Amenities Available:

*Room Set Up, Tear Down & Clean Up = \$50/hour

*Stage (Community Center Staff will set up and tear down) = \$400.00 Platform Only = \$200.00

*Pipe & Drape = \$75.00

Rentals will be charged per day for per room used.

Updated 1/4/2024