

BCC BANQUET HALL RESERVATION FORM

Name: _____

Contact Phone: _____ 2nd Phone: _____

Organization: _____ Other Phone: _____

Address: _____ City: _____ ST _____ Zip _____

E-mail: _____

DETAILS OF EVENT

Date of Event: _____ Type of Event _____ # Attending _____

Set-up Time: _____ Start Time: _____ Event End Time: _____

Room Reservation

Banquet Hall Rental	X	Fee	Theater Seating Chairs only	Classroom Seating 3 per rectangle table	Banquet Style 8 per round
Entire Banquet Hall		\$500	350	n/a	320 (30 tables)
Morning Rental (open to 2 pm)		\$250			
Evening Rental (2:30 to close)		\$400			
Banquet Hall – Stage Half Full Day Rental		\$250	175	60 (20 tables)	96 (12 tables)
Banquet Hall – Kitchen Half Full Day Rental		\$250	175	60 (20 tables)	96 (12 tables)

Equipment Reservation

*Sound System		*Microphone & Floor Stand		Easel	
*8 ft Screen		Podium			
*Lapel Microphone		Marker Board		TV/DVD/VCR	

*available for entire Banquet Hall, or Stage Half only

Tables and Chairs Requested

Round Tables (seats 8) (Max Qty 40)		Chairs (Max Qty 350)	
Rectangle Tables (6ft) (Max Qty 28)			

FOR OFFICE USE ONLY:

Payment Received \$ _____ Check # _____ Date _____ Initials _____

Deposit Amount \$ _____ Check # _____ Date _____ Initials _____

Deposit Returned \$ _____ Date _____ Initials _____ Cash return _____

Please review this agreement carefully;

As the responsible individual for this event, and by your signature below, you agree to the terms of use for this municipal facility. This agreement, and your responsibility, includes all participants at your event.

Your Reservation:

One HALF of the rental amount is due to reserve the room. The balance is due at least seven (7) days out from your event date; the deposit is required at this second due date. Deposit checks will be held, and returned if the conditions of rental are met; OR your check will be cashed and all or any portion may be applied toward damages.

_____ Initial

Event Rental Times:

- Your rental is for the specified time (see Full Day, Morning or Evening times on Room Reservation)
- If additional time is required; e.g., after hours (8 p.m.), prior authorization is required. If scheduled, this overtime is \$30 per hour, billed in half hour increments, for any fraction of the hour (e.g., 5 minutes over is \$15). All rentals must be cleaned and the rooms vacated by 11 p.m.

_____ Initial

Your Deposit

- You are responsible for the return of the room in its original clean condition.
- Review of this room and agreement as to its condition are your responsibility, as renter; any condition issues must be reported and noted by BCC staff prior to the event.
- You are responsible for all set up; this includes tables & chairs, and must be set up from, and returned to, their storage room by you. A chair dolly is available.
- If your rental includes the BCC Sound System, you agree not to plug additional items into this system, or manipulate the settings of our mix board during the event, (*see BCC staff for assistance.*)
- The BCC will provide a vacuum, brooms, and mop; these items must be returned to their original location after use
- All Trash must be taken to the facility trash dumpster (located at the loading dock), we will provide liners (bags).
- Kitchen rental includes the use of two electric stoves, and range tops, a refrigerator, and a dishwasher. The BCC does NOT provide cooking utensils or pots/pans.
- For all Full Room Reservations **the deposit is \$500**; for Half Room Reservations the **deposit amount is \$300**.
For all other events the deposit is \$300.
- You and your participants are required to
- See clean up list for detailed information on deposit returns.
- Adherence to all rules and ordinance that apply to this Berryville Parks Facility.

The BCC Staff and/or the Event Coordinator will be on site, and there to assist you and answer any questions about your rental.

By my signature below, I verify that I have read and agree to my responsibilities in this contract.

Signature: _____

Print Name: _____