

Last Name		First Name		MI	Date of Application
Street Address		City		State	Zip Code
Primary/Cell/Home Phone		Work Phone		E-Mail (email is not shared/sold)	
Secondary Contact Name			Secondary Contact Phone Number		Relationship
Description of Event					
If <u>ongoing</u> request, please indicate period of repetition					
Event Date	Start Time (remember to include setup time)		End Time (remember to include clean up time)		Estimated Attendance:
Will this event be professionally Catered? ____ Yes ____ No		If so by whom? (Name and Company)		Contact number for Professional Caterer	
Will this event have other food not professionally Catered? ____ Yes ____ No		If so by whom?		Will there be Alcohol? ____ Yes ____ No	
Will this event be open to the public? ____ Yes ____ No		If No will there be an admission fee? ____ Yes ____ No		Amount per person? \$ _____	

Rental Schedule

Any event that includes alcohol, all fees including security deposit are doubled. Non-Member fees are doubled including security deposit.

ROOM	MINIMUM RATE (4 hrs)		ROOM TOTAL (Please Fill in total amount)	Security Deposit (Due upon booking & refundable upon passing room inspection double for events with Alcohol)
	Member Rate	Non-Member Rate		
Great Room & Kitchen	\$50/Four Hours \$15/Each Additional Hr	\$100/Four Hours \$30/Each Additional Hr	\$ _____	\$50

Room Rental Fees.....	\$ _____
Security Deposit.....	\$ _____
Optional Add-On Fees.....	\$ _____
Alcohol Fee (rental fee doubled)	\$ _____
Total Due.....	\$ _____

Reservations are accepted only upon confirmation from rental coordinator and after: a completed rental application has been submitted & processed, & are fundable security deposit has been paid in full!

Rental fees are due a minimum of two weeks in advance of your event.

Late payment may result in cancellation of your rental without refund of deposit.

Cancellations less than two weeks before your event will forfeit security deposit & double security penalty may apply next booking

Cancellations 1-3 days prior will forfeit security deposit & 1/2 rental fees, & double security penalty may apply next booking

Cancellations same day will forfeit security deposit & ALL rental fees, & double security penalty may apply next booking

Photo Release

I grant permission to use photographs/video taken of me/my attendants for departmental advertisement use, for in print or social media. If I wish this to be exempt from photography and video I must notify the Canton Community Center by initialing here _____

Signature (s)

I have been advised of the Terms and Conditions of the rental space agreement and fully understand the Rental Space Agreement, IN WITNESS WHEREOF this Rental Space Application has been executed by the undersigned parties on the date written below.

Renters Signature _____ Renters Printed Name _____ Date _____

Rental Coordinator Signature _____ Rental Coordinator Printed Name _____ Date _____

OFFICE USE ONLY

Date Submitted: _____	Payment Method _____ Cash _____ Check Number _____ Card Number last 4 _____ Staff _____ Date _____
Deposit Received _____ Staff _____ Date _____	Payment Method _____ Cash _____ Check Number _____ Card Number last 4 _____ Staff _____ Date _____
Rental Fees Paid _____ Staff _____ Date _____	Deposit Returned or Withheld (\$ _____) Fill out Rental Deposit Withheld Form _____ Staff _____ Date _____
Rental Completed _____ Staff _____ Date _____	

Terms and Conditions:

Reservations, Security Deposits and Payment

After a completed Rental Space Application has been submitted, a refundable Security Deposit is due at the time of booking in order to reserve a space. Rentals are NOT confirmed until a completed Application has been submitted, deposit has been paid, and confirmation is given from the Rental Coordinator. The remaining balance (rental fees and add-ons) is due in full no later than two weeks prior to the rental date. Payment can be made by cash, check, or credit card. Security Deposits are eligible for refund after confirmation from the Rental Supervisor or Coordinator that the space was left as clean if not cleaner than obtained, rental ended on time, and no damages occurred. Security Deposits will be returned 7-10 business days after the completion of your rental.

Cancellations

In the case of cancellation, Cancellations less than two weeks before the event will forfeit security deposit, and a double security deposit penalty may apply for next booking. Cancellations One to three days prior will forfeit security deposit and HALF of rental fees, and a double security deposit penalty may apply for next booking. Cancellation same day will forfeit security deposit and ALL rental fees, and a double security deposit penalty may apply for next booking. Although we will take every measure to avoid a cancellation, The Canton Community Center reserves the right to cancel rentals due to conflicts, inclement weather, or emergency conditions. Cancellations due to error on The Canton Community Center, inclement weather, or emergency conditions, will result in full refund of all fees and security deposits. In no event shall The Canton Community Center be liable for consequential damages for any reason whatsoever.

Set-up/Clean-up

Rentals must account for and pay for any additional time required for setup and cleanup. Additional time can be added at the standard rental rate IF there is no other events, functions, or space usage conflicts payable upon addition a minimum of three days prior. If there are space usage conflicts renters must vacate premises upon agreed time. All renters are responsible for removing items that are brought into the rental space. Any materials hung on walls must be hung with blue painters tape ONLY. Room Exits must be kept clear at all times for safety and security reasons, all doors leading in or out of the facility may not be propped open during events. Food and drinks are confined to designated areas and may not be in the office area if open. There is a strict NO GLITTER OR CONFETTI policy. Any glitter or confetti that is found on the premise, will result in FULL security deposit being withheld.

Early Arrival or Late Departure

Upon arrival to your party, please clock in using the card provided and time keeping system designated. Rental groups will have to wait until any other events, functions or space usage vacate the premises until the start of your rental period/setup time. Due to staffing and a tight scheduling format, we may be unable to extend a rental departure time for your group. Late departing groups will be charged for one hours rate per HALF hour late departure. If you wish to extend your time of arrival or departure please do so by contacting the Canton Community Center Representative, a minimum of three days prior.

Supervision

The Canton Community Center rental supervisors, staff, or board members reserve the right to monitor your event at any time. Renters are responsible for their guests (for both private and public events) and are liable any damages or issues that may arise. If a problem should arise and the Renter does not take immediate action to correct it, The Canton Community Center reserves the right to redirect the rental or immediately cancel the rental without additional notice or refund of rental fees. The Canton Community Center reserves the right to bill the Renter for any damages that any of the Renters guests cause.

Alcohol & Smoking

I must request the option to serve alcohol with the Rental Coordinator at time of booking or at least 2 weeks in advance of your rental. Rentals that will serve alcohol must: (1) Pay double the rental fee (2) pay an additional refundable security deposit (double normal rates) (3)Apply for applicable permits with the City of Canton, Lewis County and/or State of Missouri. Smoking is NOT permitted anywhere within the Canton Community Center and can not occur within 50 feet of the Community Center. Drug use is NOT permitted anywhere on property, anyone under the suspicion of drug use will be escorted off property by the Canton Police Department.

Room Capacity

Rental spaces have a maximum capacity as determined by the Fire Marshall. In the event room capacity is exceeded, the Canton Community Center staff will ask that you remove guests until capacity is no longer exceeded.

Facility Rentals

Standard Facility rentals are charged an hourly rate. A two hour rental minimum is required for rentals that take place. Renters are responsible for all setup and cleanup and must request any additional time for desired setup and cleanup. The standard rental rates applies to ALL room use (setup, event time, and cleanup) Tables and chairs are available and included in the rental costs.

Lost and Found/Vendor Drop off and Pickup

Any items left behind will be placed in the office for a maximum of 30 days from the event. Failure to arrange pickup will result in discarding of items, and subject to storage and or disposal fees. Any items that will be picked up by vendors must be picked up before the end time of the event, the Canton Community Center will not be responsible for ensuring items are picked up or assessable during pickup time. Failure to remove all items by end time of event may be subject to storage and or disposal fees. Prior arrangements may be made with the Canton Community Center Rental Coordinator for vendor pickup or drop off, but at the discretion of the Rental Coordinator and availability of staff.

Clean-up Responsibilities

Renter is responsible for their own clean-up. Trash must be taken out to the dumpster located on the premises, and any kitchen utensils or equipment must be cleaned after use. Rooms are to be left clean and in same arrangement prior to use. All decorations and signs put up by your group must be removed. Clean off and break down all tables and chairs used by your group. Sweep, mop, or vacuum all floors used. Cleaning equipment and supplies are available for your use. I agree to a minimum of \$50 for each un-cleaned room(s). The fee may be higher dependent upon mess left. The Canton Community Center reserves the right to charge any and all clean-up fees, at their discretion.

Other Terms

Must be at least 18 years of age to rent the facility, 21 years of age if alcohol will be present. Please note that additional liability insurance may be required for special events and/or equipment, i.e: medical fairs, inflatables (bounce houses) etc. Please see the rental coordinator for more information. Music is permitted however please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. The Canton Community Center Staff or any Police Officer reserves the right to ask the music to be turned down, failure to do so will be grounds for immediate vacating of premises. Music must end at 10pm weekdays (Sunday thru Thursday) and 11pm on weekends (Friday and Saturday) The Canton Community Center reserves the right to amend these Terms and Conditions at any time, and will do so in writing.

Credit Card Authorization

I understand I must fill out a credit card authorization form and agree to any and all charges placed on this card for anything, but not limited to, unpaid rental fees, damages, late departure fees, storage fees, and cleaning fees,

I have read and understand these terms and all the terms outlined in the "Rentals Policy & Procedures" handbook.

Print _____ Sign _____ Date _____