

VILLAGE OF STRASBURG
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STRASBURG COMMUNITY CENTER CONTRACT

RATES

- \$60 Meeting, Reunion or Similar Event
 - \$100 Wedding or Similar Event – NO Alcohol
 - \$200 Wedding or Similar Event – WITH Alcohol
- Must have \$100 deposit and Dram Shop Insurance prior to event.**

Deposit / Contract

- \$50 **MUST** be paid to hold date...Refundable if contract terms are met.
- Contract **MUST** be signed to hold date.
- Cancellation \$50 deposit will be refunded IF event is cancelled 2 weeks prior to event. IF within 2 weeks of event NO REFUND will be given.

POTS, PANS AND UTENSILS ARE NOT PROVIDED

Information Required from Renter...

DATE OF EVENT: _____

TIME NEEDED FOR RENTAL (example 2:00-4:00 PM) _____

CONTACT NAME: _____

ORGANIZATION/EVENT: _____

CONTACT'S MAILING ADDRESS: _____

CONTACT'S PHONE: _____

CONTACT'S SIGNATURE: _____

OFFICE USE ONLY: _____ Date Sch'd - \$ rec'd: _____

KEY RETURNED: _____

DEPOSIT RETURNED: _____

AMOUNT

CHECK #

Office Hours: Monday, Wednesday, Thursday 8:00 AM – 12 Noon, 1:00 - 4:00 PM

Date of Event _____

Contact Name _____

Amount paid at time of reserving \$ _____

If you wish not to clean building, a cleaning fee of \$100 will be charged. (Arrangement and payment must be made at the time of Rental)

Contract Terms...

- **Key** can be obtained from Village Hall, Monday, Wednesday, Thursday 8:00 am-4:00 pm (or call and make arrangements)
- **NO SMOKING** inside building
- **NO TAPE, NAILS, PUSH PINS, ETC** for hanging on walls, ceiling, pillars, and/or molding.
- **You may use push pins on the sound proofing panels.**

To receive Deposit Refund the following terms must be met...

- ✓ Building **MUST** be left as it was found upon entry
- ✓ Sweep
- ✓ Mop with Swiffer that's provided/wet mop only for spills
- ✓ Wipe Clean all table and chairs used
- ✓ Take trash out to dumpster behind building (**including trash in bathrooms**)
- ✓ Meeting room must be left as found
- ✓ If Bunn coffee pot is used, please unplug
- ✓ Clean up must be immediately after event
- ✓ Lock building, turn off lights
- ✓ Turn off air conditioner in summer, and turn heat down to 55 degrees in winter.
- ✓ Key must be returned the next working day
 - If you duplicate your key, your privileges for using this building will be REVOKED
- ✓ Alcohol on premises without Dram Shop Insurance will result in a \$100 charge.

Information for renter:

- ❖ Bunn coffee pot available (filters are supplied)
- ❖ Ceiling fan switches are located in utility room.
- ❖ Paper towels, toilet paper, garbage bags are furnished (located in utility room)
- ❖ Brooms, dust mops, etc. all located in utility room.
- ❖ Some utensils have been left by other renters, please feel free to use (but wash and put back, please and thank you)
- ❖ In drawers next to sink are dishtowels and dishcloths, feel free to use. You may either take home and wash and return, or leave in utility room and they will be washed for you.

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