



APPLICATION AND RENTAL AGREEMENT

This application and rental agreement must be filled out completely by an adult (contact person). All appropriate fees and deposits must accompany this form prior to the application being approved.

EVENT DATE: _____ DATE OF APPLICATION: _____

RENTER INFORMATION: (Please print or type)

Name/Organization: _____ Contact Person: _____
Mailing address: _____ City/State: _____ Zip: _____
E-Mail: _____ Home Phone: _____ Work Phone: _____

EVENT INFORMATION:

Purpose of Use: _____ Estimated attendance: _____

If wedding, will ceremony be held at CAC? Yes No

Brides name: _____ Groom's name: _____

Room(s)/Area(s) Requested for use: Community Conference Room
 Gardenview Full Grand Room 2/3 Grand Room
 Meeting Room – Arena #1 Conference Room Gazebo
 1/3 Grand Room Classroom Gymnasium

Type of Set-up:
 Auditorium
 Classroom
 Conference
 Closed Conference

Equipment:
 Portable Sound System
 Screen
 Projector
 TV/VCR

Rental hours: Set-up Start: _____ AM/PM Event Start: _____ AM/PM End Time: _____ AM/PM

Rental times must include set-up and clean-up time. The Renter will be charged for any additional time used.

RENTAL FEES/DEPOSIT:

(The appropriate fees **MUST** accompany this Agreement for it to be valid. FEES ARE NON-REFUNDABLE)

Room/Area(s) Fee: \$ _____ Room Fee Deposit*: \$ _____

*Due upon application; will be applied to total fees.

Damage Deposit: \$ _____

AV Equipment Fee: \$ _____

Security Officer(s) Fee: \$ _____ Balance of Rental Fee (s): \$ _____

Bar Set up Fee: \$ _____ Other: \$ _____

Total Fee: \$ _____ Balance: (Due two weeks before event): \$ _____

Total enclosed: \$ _____ Cash Check Visa Mastercard Discover

Name on Card: _____ Card number/Expiration Date/CVV Code: _____

CATERING AND BEVERAGES: (Outside food and beverages are not permitted in the CAC)

Does Renter intend to serve food at this event? Yes No (Renter **MUST** use CAC exclusive food and beverage provider.)

Does Renter intend to serve and / or consume alcoholic beverages? Yes No
(Renter **MUST** use CAC exclusive food and beverage provider. Renter is responsible for security fee if serving alcoholic beverages.)

UNDERSTANDING:

1. Renter understands that this Application is void if not received by _____
2. Renter understands and agrees that this is only an application for use and gives no assumed or implied rights for use until this application is approved by the CAC. The CAC may deny the Application without cause or reason.
3. By signing below, Renter affirms that he/she has read and understands this Agreement and all Rental Rules and Regulations and agrees to fully comply with the terms and conditions of this Agreement if the CAC approves this application.

For the CAC (Community Activity Center)

For the Renter

Title and Date

Date

FOR OFFICE USE ONLY:

Date Received: _____ Approved / Disapproved _____ Amount Received: _____ Staff: _____