

# WSMR COMMUNITY CENTER RENTAL AGREEMENT

Name: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_

Unit/Group/Organization \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event / # of Guests: \_\_\_\_\_

Set up Date / Time: \_\_\_\_\_

Room Rental Fee: \$ \_\_\_\_\_

Reservation Deposit: \$ \_\_\_\_\_

Additional Tables: Quantity \_\_\_\_\_ Cost: \$3.00 Total Cost: \$ \_\_\_\_\_

Additional Chairs: Quantity \_\_\_\_\_ Cost: \$1.00 Total Cost: \$ \_\_\_\_\_

Linen Tablecloths: Quantity \_\_\_\_\_ Cost: \$5.00 Total Cost: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

- \$25 reservation deposit is required. Amount will be applied to total charges due upon date/time of reservation.
- 48-hour cancellation notice is required. Failure to meet this requirement will result in loss of reservation deposit.
- Room reservation includes (8) 8' tables and 48 folding chairs. Additional tables and chairs are available for rent.
- Community Center is not responsible for set-up or tear down (unless noted otherwise) .
- Community Center is not responsible for post-event clean-up or for providing cleaning supplies.
- Non-refundable \$25 cleaning fee will be imposed if reserved area is left dirty including but not limited to dirty tables, dirty chairs, trash, spillage and failure to remove decorations upon completion of reservation period.
- Additional fees will be charged for damaged items at replacement costs.
- Community Center will not provide tablecloths; linen tablecloths are available for rent.
- No outside alcoholic beverages are permitted, unless contracted with WSMR FMWR alcohol service provider.

## ROOM RENTAL FEES

Ballroom or Game Room (circle one): 2 hours - \$25.00 4 hours - \$50.00 All Day -\$75.00

Additional tables: \$3 each Additional chairs: \$1 each Linen tablecloth: \$5 each

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Staff: \_\_\_\_\_