

# Northern Columbia Community and Cultural Center

## Room Rental Application

All reservations are made on a first come first serve basis.

Groups or individuals making reservations must do so at least five (5) working days in advance of requested event. All fees associated with the reservation must be paid in full before the event will be booked.

N4Cs reserves the right to modify or cancel any reservations at any time for any reason.

Political rallies are not allowed in the Community Center at any time. However, a community forum may utilize the Center.

No groups or individuals will be allowed to use the community center if they plan to charge admission to an activity or event. However, arrangements may be made for a person to accept donations for entrance to their event. This must be indicated at the time of the reservation and approved by the Center Director.

Any group making a reservation under false pretense, failing to appear for a reservation and/or failing to follow the community center rules, must forfeit their right for further utilization of the building.

The individual or group responsible for the reservation is responsible for any damages, which may occur during the designated reservation time. The Community Center Attendant will inspect reserved rooms before and after each event.

The individual or group responsible for the reservation is responsible for all set-up and clean-up of the reserved room(s). The Community Center Attendant may assist groups with any special arrangements during their reservation.

The individual or group responsible for the reservation is responsible for the actions of the group and patrons attending the event. All children must be kept within the room reserved for the said event.

All persons or groups making reservations are responsible for providing their own materials such as, but not limited to, lighting, sound systems, concessions, decorations, office supplies, extension cords, etc. Some tables and chairs can be provided by the Community Center but the number available is limited.

Alterations to a reserved room are not allowed without approval from the Center Director

Alcoholic beverages will not be allowed at any time. The individual or group responsible for the reservation must enforce this policy.

All groups and individuals must adhere to all Community Center rules.

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## Application for Rental

Official Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time (include setup): \_\_\_\_\_ End Time (include cleanup): \_\_\_\_\_

Room Requested: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_

Please explain what this event will consist of. Include all specific details, including schedule, setup, etc.:

### Primary Point of Contact:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

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

### Secondary Point of Contact:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

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

By signing, you are accepting the rules & regulations of N4Cs. You are accepting responsibility for, but not limited to: the event, participants, patrons, etc. By signing, you are now responsible for payment of fees upon approval and also proper cancellation procedures.

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

-----FOR OFFICIAL USE ONLY-----

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Staff Initials: \_\_\_\_\_