**CLUBHOUSE RENTAL AGREEMENT**

CONTACT PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION/EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ST\_\_\_\_\_ZIP\_\_\_\_\_\_\_

HOME PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF WEEK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME\_\_\_\_\_\_\_\_\_\_ # OF GUESTS\_\_\_\_\_\_\_\_\_

**CLUBHOUSE - RENTAL TIMES AND RATES**

* $200 FOR THE FIRST 2 HOURS (2 HOUR MINIMUM)
* $50/HOUR FOR EACH ADDITIONAL HOUR
* $50 CAC SET UP FEE (OPTIONAL)
* $25/HOUR FOR SET UP/CLEAN UP (OPTIONAL)
* 50% OF RENTAL FEE DUE AT TIME OF BOOKING. REMAINDER DUE 1 WEEK PRIOR TO EVENT.

**RENTAL GUIDELINES**

* CLUBHOUSE RENTAL INCLUDES TABLES AND CHAIRS WITH OPTIONAL WHITE PLASTIC TABLE COVERS
* IT IS GUESTS RESPONSIBILITY TO CLEAN UP TABLES AND CHAIRS AFTER PARTY. CAC WILL SWEEP AND VACUUM ROOM
* BANQUET STYLE CAPACITY IS 100.
* RENTAL TIME INCLUDES YOUR DECORATING, YOUR SETUP, AND YOUR CLEAN UP TIME - PLEASE DO NOT ARRIVE EARLY OR LEAVE LATE – THANK YOU.
* **A SECURITY DEPOSIT OF $200 MUST BE PAID ONE WEEK PRIOR TO RENTAL DATE AND WILL BE REFUNDED IF THE FACILITY IS LEFT IN THE SAME CONDITION AS FOUND.**
* CANCELLATIONS 30 DAYS OR MORE PRIOR TO EVENT, YOU WILL PAY ENTIRE DEPOSIT FEE, OR 50% OF THE ENTIRE RENTAL RATE.
* CANCELLATIONS 2 WEEKS DAYS PRIOR TO EVENT, YOU WILL PAY ENTIRE RENTAL RATE.

**I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH CHRISTIAN RECREATION CENTER RULES AND REGULATIONS ON THE USE OF THE FACILITY. I HEREBY FULLY RELEASE AND DISCHARGE THE CHRISTIAN RECREATION CENTER, ITS EMPLOYEES, FACULTY, AND STAFF FROM ANY AND ALL CLAIMS FROM INJURY INCLUDING DEATH, DAMAGE OR LOSS, WHICH MAY ALLEGE TO HAVE RISEN OUT OF, OR IN CONNECTION WITH THE FACILITY RENTAL. I UNDERSTAND THAT IF ANY ADDITIONAL COSTS ARE INCURRED FOR MAINTENECE, PROPERTY LOSS OR DAMAGE, I WILL BE HELD ACCOUNTABLE AND CHARGED APPROPRIATELY.**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOUNT PAID $\_\_\_\_\_\_\_\_\_\_\_\_**

RENTAL IS CONFIRMED ONLY UPON RECEIPT OF PAYMENT - THANK YOU