



Applicant's Information:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: (From) \_\_\_\_\_ (To) \_\_\_\_\_

1. Applicant agrees to pay rent for the use of the Courtyard Event Center for the event described above in the amount of \$ \_\_\_\_\_. Deposits and 30% of the rental are due upon execution of this Agreement. The rental balance is due no later than 30 days from scheduled event. In the event the rental balance is not paid when due, The Courtyard Event Center may terminate the contract and all prepaid rental and deposits shall be forfeited.
2. Applicant shall be entitled to use of the Courtyard Event Center for the time specified above. Set-up and tear down time are included in rental time period. Applicant may not enter the venue before their scheduled time and must vacate the building when their time is up. Music shall cease by 9 PM on Sunday-Thursday and 10 PM on Friday and Saturday.
3. Certain event types may require venue staff to be on the premise for the duration of the event. Applicant is responsible for additional fee.
4. Applicant is responsible for obtaining any special insurance, permits, or licenses required by the city for fundraisers, charging admission, selling goods, or whose event goes beyond the rented venue.
5. Use of birthday candles, container candles, and Sterno heaters for catering purposes are permitted. No open or exposed flames are allowed. The use of nails, screws, or staples is prohibited. Tape specifically designed for use on walls may be used if completely removed after the event.
6. The Courtyard Event Center is not responsible for lost, stolen, or left behind items. All personal property must be removed upon completion of event.
7. Applicant assumes all liability for alcohol and consumption. Applicant supplies all alcohol and may not charge for drinks. Open bar (self serve) is not permitted. NO ALOCOHOL SERVICE to minors. Alcohol should consist of beer, wine, or champagne only and served by a licensed caterer or bartender. The Courtyard Event Center assumes no liability for alcohol service or consumption. Applicant should check with their insurance agent to insure adequate coverage for your event.
8. Any organization, group, or individual applicant assumes responsibility of the venue including the behavior of their guests and vendors and any damages as a result of the event. If damages occur and cost of repairs exceeds the deposit amount, applicant shall be responsible for the remainder of cost.
9. No smoking on any Courtyard grounds.
10. Applicant is responsible for cleaning up after their event. All garbage is to be bagged and left for Courtyard Staff to remove. All tables and chairs need to be clean, folded and left neatly against the wall.

Applicant's Responsibilities: (initial below all that apply)

- \_\_\_\_\_ I have read, understand and agree to the Rental Agreement and Policies.
- \_\_\_\_\_ I have paid cleaning and damage deposits and understand the terms in which the deposits will be returned.
- \_\_\_\_\_ I know that I am completely responsible for the venue during my event.
- \_\_\_\_\_ I understand that I must use a licensed caterer/bartender to serve alcohol.
- \_\_\_\_\_ I understand that my event may require the presence of venue staff at an additional fee.

Signature of Applicant: \_\_\_\_\_ Today's Date: \_\_\_\_\_