

CCCC Function Reservation Form

Function Date: _____

CCCC Member: Yes / No

Time: From: _____ To: _____

Number Attending: _____

Event Name / Description: _____

Today's Date: _____ Reservation Taken by: _____

<u>Contact Person</u>	<u>Company Name or Billing Address</u>
Name _____	Name _____
Address _____	Address _____
City _____ State ____ Zip _____	City _____ State ____ Zip _____
Phone No. _____	Phone No. _____

Room Arrangement

Meeting Room #1	Meeting Room #2	Congregate Meal Room	K i t c h e n	Senior Card Room

Special Notes: _____

Extras: Flip Chart ____ \$5.00 TV/VCR ____ or Projector ____ or Screen ____ \$10.00 each
 Coffee ____ and Tea ____ \$ 5.00 up to 20 people
 \$10.00 up to 30 people
 \$15.00 30 or more people

Rental Fee _____

Paid: Cash ____ Check ____

Extras Fee _____

Paid Date: _____

Total _____

Facility Policies for Center Use

- I. Functions must be booked in advance of the function so that planning/set-up can be accomplished.
- II. Fees for the facility (up to 4 hours) are as follows:
- | | Member | Non-Member |
|---|----------------------------|------------|
| 1. Meeting Room #1 (18'6" x 35') | \$ 30 | \$ 50 |
| 2. Meeting Room #2 (18'6" x 35') | \$ 30 | \$ 50 |
| 3. Congregate Room (37' x 35') | \$ 50 | \$ 75 |
| 4. Meeting Room #1 & #2 (37' x 35') | \$ 60 | \$ 85 |
| 5. Meeting Room #1, #2 & Congregate..... | \$ 85 | \$ 125 |
| 6. Kitchen..... | \$ 45 | \$ 70 |
| 7. Kitchen and Meeting Room #1 or #2..... | \$ 65 | \$ 95 |
| 8. Kitchen and Meeting Room #1 & #2..... | \$ 85 | \$ 125 |
| 9. Kitchen and Congregate Room..... | \$ 85 | \$ 125 |
| 10. Meeting Room #2 & Congregate Room..... | \$ 70 | \$ 100 |
| 11. Kitchen, Congregate Room & Meeting Room #2..... | \$ 110 | \$ 150 |
| 12. Kitchen, Congregate Room & Meeting Rooms #1 & #2...\$ | 130 | \$ 180 |
| | | |
| 13. ½ Gym – Members | ½ Gym – Non-Members | |
| \$12/1 hour \$24/3 hours | \$24/1 hour \$48/3 hours | |
| \$18/2 hours \$30/4 hours | \$36/2 hours \$60/4 hours | |
| | | |
| Full Gym – Members | Full Gym – Non-Members | |
| \$24/1 hour \$48/3 hours | \$48/1 hour \$96/3 hours | |
| \$36/2 hours \$60/4 hours | \$72/2 hours \$120/4 hours | |
| 15. Complete Building..... | Rate Negotiable | |
- III. One person will be designated responsible for your function. He or she will be held accountable for all charges associated with the function.
- IV. Persons attending the function are restricted to the area(s) reserved except for entry/exit and bathroom use. Under no circumstances are individuals to use the upstairs facility or the gym unless prior arrangements have been made.
- V. Please use designated entrance doors with emergency exits being used for emergencies only.
- VI. **SMOKING** is not permitted anywhere in the Center.
- VII. **ALCOHOLIC BEVERAGES** are not permitted in the Center.
- VIII. Pets are not allowed in the Center.
- IX. The Center is not responsible for lost or stolen articles.
- X. Please bring any questions or problems to the Center Staff's attention.

- ** Payments may be made the day of the function, or user may be billed. Arrangements should be made when booking the function.
- ** A \$25 fee will be charged if functions are cancelled less than 24 hours in advance.
- ** If a function is to be held after normal operating hours, the event must be approved by the Center Director. If approved, an additional fee will be charged for the wages of the Center staffing.

I understand the policies and procedures of the Center, and will comply with these rules.

Staff Signature	Date	Renter's Signature	Date
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