

Lessee/Contact Person: _____ Date _____
 Mailing Address: _____
 Phone: Home: _____ Cell: _____ Work: _____
 Fax: _____ e-mail: _____
 Person Responsible for bill: _____ Phone: _____
 Mailing Address: _____
 Person(s) authorized to incur charges: _____

Type of event: _____
Date of event: _____ set-up time: _____ start time: _____ end time: _____

*Set-up time and clean-up time are included in your rental time (ex. If you have a 5 hr. rental and your set-up time started at 5:00pm you must be out by 10pm.)
 *No event shall start before 6:00 a.m. and all events shall conclude no later than 12:00a.m. Anything outside these hours must be approved by management

Number of guests expected: _____ Will you use the kitchen facility: ()Yes ()No
 Will the event be catered? () Yes () No Name of caterer and phone #: _____
 Number of tables: 5' round _____ 6' rectangular _____ 8' rectangular _____ 6 Number of chairs _____ 225
 Will alcohol be consumed? () Yes () No
 If so, alcohol consumption begins at: _____ p.m. and will continue until _____ p.m.
 The serving of alcohol must stop one hour prior to end of event. Alcoholic beverages can not be sold in any way on Civic Center Property.

| Check | Facility/Items | Monday - Thursday (8am - 5pm) Rental Rate | Additional cost per hr Mon. - Thurs. (8am - 5pm) | Mon-Thurs. Evening & Weekend Rental Rate up to 8 hours | Additional cost per hr Evening & Weekend | Deposit (goes toward fee) | Total |
|-------|--|---|--|--|--|---------------------------|---------------|
| _____ | Wilkins Room *3 hour minimum* includes 5 tables & linens 120" cloths--\$20.00 extra | \$50.00 | \$35.00 | \$150.00 | \$50.00 | \$50.00 | _____ |
| _____ | Ballroom A *5 hour rental* includes 15 tables & linens 120" cloths--\$60.00 extra | \$200.00 | \$50.00 | \$375.00 | \$60.00 | \$100.00 | _____ |
| _____ | Ballroom B *5 hour rental* includes 15 tables & linens 120" cloths--\$60.00 extra | \$200.00 | \$50.00 | \$375.00 | \$60.00 | \$100.00 | _____ |
| _____ | Ballroom A & B *5 hour rental* includes 30 tables & linens 120" cloths--\$120.00 extra | \$400.00 | \$75.00 | \$750.00 | \$85.00 | \$200.00 | _____ |
| _____ | Kitchen | \$50.00 | | \$75.00 | | | _____ |
| _____ | Entire Facility *5 hour rental* | \$475.00 | \$75.00 | \$950.00 | \$100.00 | \$250.00 | _____ |
| | TOTAL | | | | | | \$0.00 |

I understand if I do not reserve the entire facility, the remaining rooms could be rented by other parties during the same period of time (including the kitchen).
 The City of Jefferson reserves the right to require the rental of the entire facility for large functions such as wedding receptions and on the weekends. _____ initial

Note: A \$100.00 Damage/Clean-up deposit for the Wilkins Room and \$200/\$400 deposit for Ballroom A or B/A&B is required. It is refundable if the final walk-through checklist is signed before departure by Lessee and Civic Center Staff. Some events may require a \$500.00 refundable damage deposit. Please issue a separate check for damage deposit and clean-up deposit. This check will be returned if final inspection of the facility is satisfactory to Civic Center Management
 check # _____ TOTAL _____

I have been given a copy, read and understand the rules and regulations of the Jefferson Civic Center. _____ initial

FUNCTIONS WITH ALCOHOL: If alcohol is served in the Jefferson Civic Center, a security officer is required. If Ballroom A and Ballroom B or the entire facility is rented for the same function, two or more officers will be required and a decision will be made by the Civic Center management. The Civic Center management will make the necessary security arrangements. The fee for security is \$25.00 per hour per security officer with a minimum of 5 hours for each officer.
 # of officers _____ # of hours _____ TOTAL _____ \$0.00

ADDITIONAL HOURS: Please see the above fees for cost of additional hours for the day of the event listed. Cost for hours before 6:00am or after 12:00 midnight is \$100.00 per hour. Cost for a hold on the Civic Center for the day before or the day after your event is \$150.00 for 3 hours only. Hold must be approved and scheduled by the manager at least 5 days prior to the event.
 # of hrs. before 6am or after midnight _____ # of days requiring hold _____ TOTAL _____ \$0.00

ADDITIONAL CHARGES:

| | | | |
|--------------------------------|-------------|------------------|--------------|
| _____ 54" x 12" tablecloth | \$6.00/ea. | _____ (# needed) | _____ \$0.00 |
| _____ 90" round tablecloth | \$8.00/ea. | _____ (# needed) | _____ \$0.00 |
| _____ 120" rnd or floor length | \$15.00/ea. | _____ (# needed) | _____ \$0.00 |
| _____ stage | \$200.00 | _____ | _____ \$0.00 |

_____ miscellaneous charges

TOTAL \$0.00
TOTAL LEASE AMOUNT \$0.00

TOTAL LEASE AMOUNT \$0.00

Lessee agrees to pay the Jefferson Civic Center any cost incurred for use of additional equipment and space not specified in the lease agreement. Lessee agrees to pay _____ deposit within 7 days of initial booking of the facilities. The balance of \$0.00 shall become due and payable on _____ (date). Cancellation more than 15 days in advance of an event will result in the return of the deposit, less a \$50.00 cancellation fee. Cancellation within 15 days of an event will result in the forfeiture of the deposit. All deposits and advance fees will be refunded if the Civic Center calls for cancellation of agreement. The Jefferson Civic Center reserves the right to cancel any and all agreements it deems necessary. Lessee agrees to leave the facility clean and orderly. This includes all trash and debris put in garbage cans; no damage to tables or chairs; and all decorations removed. Lessee agrees to abide by all conditions attached and all laws, rules and regulations of the City and State.

Prepared by:

Lessee:

Date:

Date:

PAYMENT SCHEDULE

| DATE | CHECK/CASH | | |
|------|------------|-------------------------|--------|
| | | TOTAL LEASE AGREEMENT | \$0.00 |
| | | DEPOSIT | |
| | | TOTAL BALANCE REMAINING | \$0.00 |
| | | PAYMENT | |
| | | BALANCE | \$0.00 |

| Check | Facility/Items | | Monday - Thursday Rental Rate | Per hr. Cost over | Friday- Sunday Rental Rate | Per hr. Cost over 8 hours |
|--------------|--|---------------|--|--|---|--------------------------------------|
| | | | | Mon. - Thurs. Rental Time | or 8 hr. Rate | |
| | Wilkens Room | 3 hour rental | \$75.00 | \$35.00 | \$150.00 | \$50.00 |
| | includes 5 tables & linens 120" cloths--\$20.00 extra | | | | | |
| | Ballroom A | 5 hour rental | \$300.00 | \$50.00 | \$375.00 | \$60.00 |
| | includes 15 tables & linens 120" cloths--\$60.00 extra | | | | | |
| | Ballroom B | 5 hour rental | \$300.00 | \$50.00 | \$375.00 | \$60.00 |
| | includes 15 tables & linens | | | | | |
| | Ballroom A & B | 5 hour rental | \$600.00 | \$75.00 | \$750.00 | \$85.00 |
| | includes 30 tables & linens 120" cloths--\$120.00 extra | | | | | |
| | Kitchen | | \$75.00 | | \$75.00 | |
| | Entire Facility | | \$725.00 | \$100.00 | \$950.00 | \$100.00 |

Deposit

| (goes toward fee) | Total |
|----------------------|----------------------|
| \$50.00 | <hr/> <hr/> |
| | <hr/> <hr/> |
| \$100.00 | <hr/> <hr/> |
| | <hr/> <hr/> |
| \$100.00 | <hr/> <hr/> |
| | <hr/> <hr/> |
| \$200.00 | <hr/> <hr/> |
| | <hr/> <hr/> |
| | <hr/> <hr/> |
| \$250.00 | <hr/> <hr/> |
| TOTAL | <hr/> <hr/> 0 |