



## 2021 Rental Contract

<b>Date of Event</b>	
<b>Day of Week</b>	
<b>Set up Begins</b>	
<b>Hours of Event</b>	
<b>Event Ends</b>	
<b>Clean up Begins</b>	
<b>Room(s) Requested</b>	Dining Hall      Kitchen      Solarium      Library/CTC
<b>Number of Guests</b>	
<b>Description of Event</b>	
<b>Will you serve alcohol?</b>	<i>***If yes, banquet permit required</i>

<b>Is your event catered?</b>	
<b>Name of Caterer</b>	

<b>Renter</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>Current or Lifetime CASC Member?</b>	

<b>Room Rate (see attached sheet)</b>	
<b>Building Attendant fees (\$20.00 per/hr.)</b>	
<b>Reservation fee – (\$100 Non-Refundable)</b>	
<b>Damage/Cleaning Deposit (\$250 Refundable, Dining Hall, \$100 Refundable, Solarium)</b>	(Check to be written. CASC will hold check and will return check if terms of contract followed and no additional charges apply.)
<b>Other Fees - Table Cloths: Round or Rectangle Linen, \$8 each, Overlays \$10 each, Satin Cloths \$20 each, Plastic Covers \$4 each, Chair covers \$2.50 each. Please see price sheet for sizes and colors.</b>	
<b>Total Rent Due</b>	

Payment Amount	Payment Date	Receipt Number

***\*\*\*Final payment is due three weeks before the date of the event. 2 Bldg. Attendants are required for Parties with 75 people or more for a rate of \$40 per hour.***

I release the Central Area Senior Center from any liability for any accident, injury, or damages of any kind to persons or property that might occur while participating in CASC activities.

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**CASC Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_