

Kingswood Community Center, Inc.

Hall Rental Application

Date: _____

Important: Please complete all information and return as soon as possible. No hall rental is guaranteed – Hall rentals will be null and void if this form is not completed and approved within two weeks of the application.

Name: _____ Event Date: _____

How did you hear about us? _____ Have you rented with us in the past? Yes/No

Were you referred by anyone? If so, please state his/her name: _____

Day of the Week: (Circle One) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Requested Hours: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Fax Number: _____ Email: _____

Type of Event: _____ Number of Guests: _____

Number of Chairs: _____ Number of Tables: _____ Other: _____

Will food be served? Yes/No

Will there be children present? Yes/No

Name of person or organization responsible for event (if other than applicant).

Address: _____

Home Telephone: _____ Work Telephone: _____

Fax Number: _____ Email: _____

Name of caterer (if applicable): _____

Address: _____ Telephone: _____

Kingswood Community Center, Inc.

Hall Rental Terms and Conditions

The following rental policy contains important information regarding the use of the Hall. It is imperative that you read and review the items listed. Please note that no rental shall be considered until a completed application is submitted to Kingswood Community Center, Inc.

Application

- ❖ No rental shall be considered until a completed application is submitted to Kingswood Community Center, Inc.
- ❖ Security Deposits (50% of Hall Rental) along with an incidental fee of \$100.00 in the form of cash, credit card, certified check, or postal money order, must be paid upon turning in application in order to reserve your date & time. The balance is due no later than **THREE DAYS** before the event date.
- ❖ All Hall rentals are Subject to the approval of the Executive Director.

Hall Rental Fee

- ❖ Rental Hall Fee is \$85.00 an hour.
- ❖ There is a \$100.00 incidental/damage fee added to the hall rental. This fee will be returned the Monday after event date, upon checking for damages.

Cancellation Policy

- ❖ All cancellations notices must be received at least **14 DAYS BEFORE EVENT DATE**.
- ❖ A full refund will be given if notice is given before or by the cancellation period.
- ❖ Any cancellations **AFTER** the cancellation will **FORFEIT YOUR DEPOSIT** or **CREDIT CAN BE USED FOR YOUR FUTURE BOOKING (credit is good for one year from the date of the application)**. Incidental fee will be returned.

Capacity

- ❖ The standing capacity for the hall rental is 250 people.
- ❖ The seating capacity for the hall rental is 190 people.

Hall Set Up

- ❖ Tables and chairs are included.
- ❖ Tables and chairs can be set up upon request, however, no changes to the hall will be made once the event has begun.

Decorations

- ❖ Decorations shall be limited to tables only.
- ❖ No wall or ceiling decorations shall be allowed unless permission is given.

Hall & Kitchen Clean-Up

- ❖ It is the responsibility of the renter to ensure that all trash, food, decorations, etc., is off the floor and in the trash bins.
- ❖ Staff will sweep, mop, and empty trash bins.
- ❖ Please keep hall as clean as possible.

Kitchen Usage

- ❖ Kitchen rental party/caterer may use the following. Ice Machine, Stove, Sinks, and Food Warmers.
- ❖ Kitchen Restrictions: In the Kitchen, the rental party/caterer **may not** use the following of Kingswood Community Center: Dishes, utensils, pots & pans, dishwasher, serving trays, or any other items named to Kingswood Community Center, Inc.

Smoking & Alcohol Policy

- ❖ This facility has a **NO SMOKING & NO ALCOHOL** policy and will be strictly enforced. Any violation of this policy may forfeit your security deposit/incidental fees and the particular party may be asked to leave the facility.

****Important Notice****

- ❖ Must be 25 or older to request hall rental.
- ❖ Kingswood Community Center, Inc. reserves the right to refuse service to anyone.
- ❖ Any teenaged events must be accompanied by an officer and have adult supervision.
- ❖ The renting party, by executing the application form, shall agree to indemnify and hold harmless the Kingswood Community Center, Inc., its agents, employees, and Executive Officers from and against all claims, damages, losses and expenses including attorney fees, resulting from the renting party's use of the facilities.

I have read and agree to the terms and conditions outlined in this application

Applicant Signature: _____ Date: _____

*****ADMINISTRATIVE USE*****

Application Received: _____ By: _____

Total Rental Fee: _____

Incidental Fee: _____ Date Received: _____

Deposit: _____ Date Received: _____

Balance: _____ Date Received: _____

Application Approved By: _____ Date: _____

Application Denied By: _____ Date: _____