



Braham Event Center (BEC) Event Rental Agreement



Today's Date: _____

The Rental Agreement must be completed by an adult 21 years of age or older. All youth participating in a rental must have adult supervision at all times. All appropriate fees and deposits must accompany this form prior to the application being approved. A certificate of liability may be required.

Renter Information *(please print clearly)*

Organization: _____ Non-Profit? Yes No

Renter's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email Address: _____

Event Information

Date of Event: _____ Day of week for Event: _____ How Many Days: _____

Rental Hours: Start Time (including setup): _____ End Time: _____ Time Event Starts: _____

Type of Event (check all that apply): Public Event Private Event

Fundraising Event Business Meeting Anniversary Party Birthday Party Celebration of Life

Prom Banquet/Gala Dance Concert Expo/Fair Other _____

Type of Music: DJ Live Band Music over Speakers None

Estimated Attendance: _____ Will Youth Be in Attendance? Yes No

Will Alcohol Be Served? Yes No If yes, Alcohol Start Time: _____ am/pm End Time: _____ am/pm
(You must use BEC's Licensed Alcohol Caterer)

Will Food Be Served? Yes No (Select all that apply) Snacks/Treats Finger Foods Full Meal

Who will cater your food? Kathy's Kitchen Other Licensed Caterer: _____

(Renter is allowed to bring in snacks and treats to augment the meal from a licensed kitchen, store, or restaurant for a family/private event. Outside Licensed Caterer's must be approved by Kathy's Kitchen before Renter signs contract with outside licensed Caterer.)

Additional Notes:



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Room(s) Requested for Rental: Banquet Hall Multipurpose Room Library

Room Rental Fee (Does Not Include Damage Deposit): \$ _____

Minus Portion of Room Rental Fee Donated: \$ _____ *Please identify Braham Event Center as a donor for your event

Total Room Rental Fee Charged to Renter \$ _____

Projector/Screen (\$50): \$ _____ Audio? or Microphone? Yes No

Sound System (Microphone) (\$50): \$ _____

Pipe and Drape (\$100): \$ _____

Staging (\$150 – 6 people max): \$ _____

Security Officers: \$ _____

Setup Fee (\$25/hour if not during rental hours): \$ _____ Date: _____ # of Hours: _____

Total Rental Fee: \$ _____ (1/2 due upon signing agreement)

Rental Fee Deposit Due Today (1/2 Total Rental Fee): \$ _____ (This deposit is nonrefundable)

Form of Payment: Cash Check # _____ Credit Card Date Paid: _____

Balance of Rental Fee Due: \$ _____

Plus Damage Deposit: \$ _____

Balance Due (21 days before Event Date): \$ _____ *Due Date: _____

Form of Payment: Cash Check # _____ Credit Card Date Paid: _____

If Renter prefers to make payments for the balance due before the due date, record payments here:

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

Payments: \$ _____ Date Paid: _____ Cash Check # _____ Credit Card

I, the undersigned Renter, have read and agree to fully comply with the Rental Agreement and Rental Policy of Braham Event Center. I agree to pay all fees due today (1/2 of Total Rental Fees) and the balance on the due date* specified above.

I understand that if I cancel, the Rental Fee Deposit will not be refunded.

Printed Name

Signature

Date



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Damage Deposit Agreement

A Damage Deposit is required for most events, especially if there is alcohol or children present at the event. The purpose of the Damage Deposit is to protect BEC financially if there were a need for repairs or cleaning costs as a result of any damages during the rental period by the Renter and/or their guests. BEC staff will review the rooms rented and contact the Renters immediately if there any damage.

Your Damage Deposit will be refunded within 21 days after your event minus any expenses incurred due to any damage by the Renter and/or guests. BEC will do our best to be sure your Damage Deposit is received within 21 days.

Amount of Damage Deposit: \$ _____

Costs incurred due to damage by Renters and/or their guests: \$ _____

Description of Damage: _____

Balance of Damage Deposit due to Renter: \$ _____

Please mail my Damage Deposit to this Name and Address:

Name: _____

Address: _____

City/State/Zip: _____

I, the undersigned Renter, have read and agree to fully comply with the Rental Agreement and Rental Policy of Braham Event Center. The damage deposit will be returned 21 days after the event if there are no charges for repairs or cleaning costs as a result of any damages during the rental period.

Printed Name Signature Date

For Office Use Only: Date Damage Deposit was mailed or delivered on: _____



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Room Setup

This form is required to be completed and turned into the BEC office at least **three weeks** before the event.

Tables and Chairs Available for Use and Included in the Rental Fee

Quantity	Size/Type of Table	# Guests per table	Seating Capacity
45	5 foot round	8	360
16	6 foot rectangle	10	170
6	8 foot rectangle	12	84
400	Chairs	1	400

Tables (Please complete map):

- Banquet Hall # of Tables: _____ Table Size: _____ # of Chairs: _____
- Multipurpose Room # of Tables: _____ Table Size: _____ # of Chairs: _____
- Library # of Tables: _____ Table Size: _____ # of Chairs: _____

Linen rental is not provided.

Vendor Information:

- Decorator: _____ Contact Number: _____ Arrival Time: _____
- Floral: _____ Contact Number: _____ Arrival Time: _____
- Cake Decorator: _____ Contact Number: _____ Arrival Time: _____
- DJ/Band: _____ Contact Number: _____ Arrival Time: _____
- Photographer: _____ Contact Number: _____ Arrival Time: _____
- Other: _____ Contact Number: _____ Arrival Time: _____
- Other: _____ Contact Number: _____ Arrival Time: _____
- Other: _____ Contact Number: _____ Arrival Time: _____

Additional Notes: