



City of cave spring

COMMUNITY CENTER

RESERVATION AND RENTAL APPLICATION/CONFIRMATION

Name: _____ Date of Event: _____

Type of Event: _____

Contact Person: _____

Address: _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____

COMMUNITY CENTER RATES: Effective 6/1/11

Prices Reflect Entire Day Rental:

| | | |
|-----------------------|----------|--|
| BIG ROOM WITH KITCHEN | \$250.00 | INCLUDES TABLES AND CHAIRS |
| WEDDING/RECEPTION | \$495.00 | INCLUDES TABLES AND CHAIRS |
| PRIVATE DANCE/PARTY | \$595.00 | INCLUDES TABLES AND CHAIRS (Music by Band or Disc Jockey) |

DEPOSIT

Upon making reservations a deposit of half (1/2) of the total rental fee is due. The balance of the rental fee is due two weeks prior to date of event. No refunds. **BALANCE DUE DATE** _____

CLEANING/DAMAGE DEPOSIT: \$150.00 (SEPARATE CHECK) **DUE BY** _____

The deposit is due when center is opened for event. If no damages are incurred and the premises are restored to their original condition, this deposit will be refunded. If damages are incurred or premises left unsatisfactory, the deposit will be withheld.

If any changes need to be made to this agreement, if you have any questions or clarifications, please contact **City of Cave Spring at 706-777-3382.**

All checks are to be made payable to the City of Cave Spring. You may mail your payment to Community Center, City of Cave Spring, P. O. Box 365, Cave Spring, GA 30124 or bring your payment to the City Hall located at 10 Georgia Avenue. Business hours are Monday-Thursday, 8:00 a.m. - 5:00 p.m. and Friday, 8:00 a.m. - 4:30 p.m.

Having read the rules and regulations governing rental of the above specified facility, I/We hereby agree to abide by same and agree to be responsible for proper use of said facility as agreed in this agreement.

DATE SIGNED

Renter (MUST BE 18 YEARS OF AGE OR OLDER)