

Burlington Community Center

Rental Agreement

Name: _____ Phone: _____

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

Rental Room: *Please Circle Room(s) Requested*

Room A Room B Conference Hall Recreation Room Kitchen

Size of Party: _____ Purpose of Event: _____

Set-up Date(s) and times required: _____

Rental Date(s) and times required: _____

Clean-up Date(s) and time required: _____

Will Alcohol Be Served: *Please Circle One*

Yes No

Will Alcohol Be Sold: *Please Circle One*

Yes No

Would you like Community Center Staff to Set-up or Tear-down: *Please Circle One*

(\$25 an hour for Set-up fee & \$25 an hour for tear-down fee, not including Rooms A & B))

Yes No

Would you like Complimentary Coffee, Tea & Water:

Yes No

Style Tables, Chairs Desired & How Many:

Round _____ Rectangle _____ Chairs _____

Will You Need the Stage: (Only City Staff will Set-up)

Yes No

Would you like to use our Pipe and Drape:

Yes No

Please Sign: _____

Date: _____

Community Center Staff Signature: _____

Office Use Only:

Rental Fee: _____ Deposit Fee: _____ Tear Down & Set-up Fee: _____

Name that paid Deposit: _____ Check No: _____ Cash Credit