



Banquet Hall

RENTAL AGREEMENT
2026



EVENT DETAILS

CLIENT NAME: _____

EMAIL: _____

PHONE: _____

TODAY'S DATE: _____

ADDRESS: _____

EVENT TITLE: _____

EVENT DATE: _____

TOTAL GUESTS: _____

ARRIVAL TIME: _____

END TIME: _____

EVENT SIGN SHOULD
READ:

CLIENT RESPONSIBILITIES

Client will be responsible for removal and disposal of all trash to proper locations. We provide trash bags and a dumpster behind our building for easy disposal. Client is responsible for tidying up the kitchen if used after their event. The client must remove anything they brought in the day of the event including linens, decorations, food, furniture, etc. The client is responsible for making sure all rental guidelines are followed during their event.

If client duties are not fulfilled, security deposit will not be refunded.

ORGANIZATION AND MANAGEMENT

Melisa Curtis

Event Coordinator

Jamie Hussey

Park and Recreation Director

Christina Gillison

Assistant Park and Recreation Director

Monty Nance

Operations Manager



GENERAL LIMITATIONS

Each event must be approved for specific hours noted in the rental contract. If the event runs over the standard rental hours specified in this contract an additional charge will be incurred.

For profit events must have pre-approval from management.

The BCC reserves the right to deny the use or the continued use of its facilities to any person or group not complying with the policy and procedures.

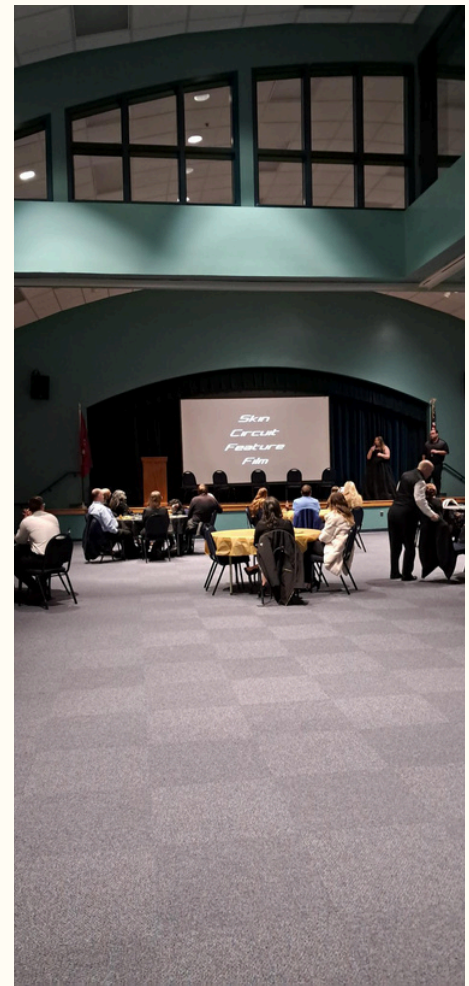
If the BCC, in its sole discretion, determines that additional supervision, security or equipment is needed for any event, the client shall provide extra personnel or equipment, at which the expense shall be borne solely by the client.

No smoking or tobacco use of any kind including vaping and pouches.

Fireworks are not permitted on the property.

Caterers are responsible for all service dishes. The BCC will not collect or store these items. Linens, furniture, and other rented items are the responsibility of the client to store, drop off, and return. The client will be expected to remove all materials, food, decorations, linens, and rented items by the end of the scheduled event time. Any exceptions to this rule must be approved prior to the event. The BCC is not responsible for items belonging to the client that are not picked up by the end of their event.

Any maintenance issue should be reported to the Event Coordinator immediately.



Audio and Visual Capabilities

A sound system can be made available by request with the Banquet Hall rental. This can come with microphones with a stand.

An 8ft screen with a projector is available by request.

A podium is also available with the Banquet Hall rental by request.

Event Layout

For theater seating chairs only, the full banquet hall can fit 350 chairs.

For classroom seating, 3 persons per rectangle table, 60 chairs with 20 tables can fit in half the banquet hall.

For banquet style, 8 persons per round table, 320 chairs with 32 tables can fit in the full banquet hall.

Round tables seat 6-8 persons with a maximum quantity of 32 tables.

Rectangle tables are 6ft with a maximum quantity of 16 tables.

We have a maximum of 350 chairs available.

An event layout may be provided by request.



Initial

EVENT PRICING

For fiscal 2026 events

Event Room	Fee	X
Full Banquet Hall Full Day	\$500	

YOUR DEPOSIT AND YOUR AGREEMENT

NO open-flame candles, glitter, confetti, helium balloons or pop streamers allowed.

No nails, staples, tape, or tacks may be used to hang decorations from the walls as they will damage the walls. You may use command hooks, strips, tacky-tack, or painters tape.

You are responsible for the return of the room in its original condition.

Review of this room and agreement, as to its condition, is your responsibility as renter; any condition issues must be reported and noted by BCC staff **prior** to the event.

You are responsible for all set up; this includes tables & chairs, and must be set up from, and returned to, their storage room by you. A chair dolly is available.

If your rental includes the BCC sound system, **you agree not to plug additional items into this system, or manipulate the settings of our mix board during the event**, (see BCC staff for assistance.)

The BCC will provide cleaning supplies during events such as vacuum, brooms, and mop; these items must be returned to their original location after use.

All Trash must be taken to the facility trash dumpster (located on the Northwest corner of building, we will provide liners.)

Kitchen includes the use of two electric stoves with range tops, refrigerator, microwave and dishwasher. The BCC does NOT provide cooking utensils or pots/pans.

You and your participants are required to Check In and Check Out with the Event Coordinator of the Center, this same individual will be available during or at your event.

See Cleaning Checklist for detailed information on deposit returns.

Adhere to all rules and ordinances that apply to this facility.

As part of events and activities held at the Berryville Community Center, photographs and/or video recordings may be taken during facility rentals and events.



Initial

ADD-ON PRICING

For fiscal 2026 events

Add-Ons	Fee	X
Sound System	Free	
Additional/After Hours	\$150/hr	
Modular Walls	Free	
Chairs/Tables Set Up & Take Down	\$150	X

REFUND POLICY

If event is canceled 2 weeks prior to the scheduled event date, the client will receive a full refund less a 22 cent processing fee if paid with card.

No refund will be made if event is canceled less than 2 weeks out from the scheduled event date. Extenuating circumstances may be considered.

If the client paid by card, the refund will process back to the same card. If client paid by cash or check, the client will receive a refund check to the address on file.

If the client responsibilities are not completed, including but not limited to removing the trash from the event and all decorations before the end time of the event, client is subject to not receiving security deposit refund.

If the balance is not paid in full by the agreed upon date, client is subject to losing their reservation.

Any Federal, State, or City Government mandates or directives currently in effect at the time of your event must be strictly adhered to.



Initial



PLEASE REVIEW THIS AGREEMENT CAREFULLY

As the responsible individual for this event, and by your signature below, you agree to the terms of use for the municipal facility. This agreement, and your responsibility, includes all participants at your event.

Alcohol Beverages of any type are PROHIBITED; violation will result in FULL forfeit of deposit.

YOUR RESERVATION



Initial

50% of the rental amount is due to reserve the room. The balance and deposit is **due at least fourteen (14) days prior to your event date.**

If a reservation is required with **less than fourteen (14) days notice**, additional fees may apply.

Deposit checks will be held, and returned if the conditions of rental are met. In the event of damages to the rental, your check will be cashed and all or any portion may be applied toward damages; cash deposits will be held under the same conditions as checks. Cards will not be charged more than the deposit amount.

EVENT RENTAL TIMES



Initial

Your rental is for the specified time.

If additional time is required after hours (8pm) **prior authorization is required.**

All rentals must be cleaned and the rooms vacated by 8pm.

Overtime outside of this scheduled, pre-arranged times, is billable at \$150/hour, in full hour increments; e.g. 10 minutes past your scheduled times is \$150.

The full banquet hall typically takes up to two (2) hours to clean properly; **please plan accordingly.**

THE BCC STAFF AND/OR EVENT COORDINATOR WILL BE ON SITE, AND THERE TO ASSIST YOU AND ANSWER ANY QUESTIONS ABOUT YOUR RENTAL.

BY MY SIGNATURE BELOW, I VERIFY THAT I HAVE READ AND AGREE TO MY RESPONSIBILITIES IN THIS CONTRACT

SIGNATURE: _____

PRINT NAME: _____

CONTACT PHONE NUMBER: _____



CLEANING CHECKLIST

CLIENT
STAFF



MAIN ROOM

- Remove all decorations
- Wipe down all tables
- Fold up all tables and return to the storage area where designated.
- Stack all chairs in stacks of 12
- Vacuum entire Banquet Hall.
- Empty the trash containers and replace liners.
- Use rolling trash can to transport all trash to dumpster, eliminating leakage onto flooring.
- Turn off all lights and shut doors.

KITCHEN



- Wash, dry and replace all equipment used.
- Wipe down all counter tops.
- Clean stove tops, ovens and microwave.
- Sweep floors.
- Mop if necessary.
- Remove all your food products from the refrigerator and/or freezer. Do not leave any behind.
- Empty the trash containers and replace liners.
- Use rolling trash can to transport all trash to dumpster, eliminating leakage onto flooring.
- Turn off lights.

RESTROOMS



- Pick up all trash and paper from floors.
- Empty trash containers.

OTHER



- If using sound system BCC staff will turn equipment off.
- Stage must be swept, if used.
- Turn off all lights.





Cleaning Checklist Continued

All janitorial supplies will be provided.

The dumpster is located on the northwest corner of the building. All trash bags must be emptied into this dumpster.

Any damage or problems are to be reported to the event coordinator.

I certify that all items on the checklist were completed.

Signature

Date



FOR INQUIRIES, CONTACT US.

Event Coordinator

bcc.berryvillear.gov

melisa@berryvillear.gov

870-423-4912

