

BCC BANQUET HALL RESERVATION FORM

Name: _____

Cell Phone: _____

: _____ Other Phone: _____

Address: _____ City: _____ ST _____ Zip _____

E-mail: _____

DETAILS OF EVENT

Date of Event: _____ **Type of Event:** _____ **# Attending:** _____

PRIMARY CONTACT AT THE EVENT: _____

Set-up Time: _____ **Start Time:** _____ **Event End Time:** _____

Room Reservation

	X	Fee	Theater Seating Chairs only	Classroom Seating 3 per rectangle table	Banquet Style 8 per round
Banquet Hall Rental	X				
Full Banquet Hall		\$500	350	n/a	320 (32 tables)
Banquet Hall – Stage Half Full Day Rental		\$250	175	60 (20 tables)	96 (12 tables)
Banquet Hall – Kitchen Half Full Day Rental		\$250	175	60 (20 tables)	96 (12 tables)

Equipment Reservation

*Sound System		*Microphone & Floor Stand		Easel	
*8 ft Screen		Podium			
*Lapel Microphone		Marker Board		Projector	

*Available for entire Banquet Hall, or Stage Half only

Tables and Chairs Requested

Round Tables (seats 6-8) (Max Qty 40)		Chairs (Max Qty 350)	
Rectangle Tables (6ft) (Max Qty 28)			

FOR OFFICE USE ONLY:

Payment Received \$ _____ Check # _____ Date _____ Initials _____

Payment Received \$ _____ Check # _____ Date _____ Initials _____

Deposit Amount \$ _____ Check # _____ Date _____ Initials _____

Deposit Returned \$ _____ Date _____ Initials _____ Cash return



601 Dr. Spurlin Circle • Berryville, AR 72616 • 870-423-3139

The Berryville Community Center

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 this 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*****

NO Alcohol – NO EXCEPTIONS

Your Reservation:

One HALF of the rental amount is due to reserve the room. The balance is due at least seven **(7) days out from your event date**; the deposit is required at this second due date. Deposit checks will be held, and returned if the conditions of rental are met; OR 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.

_____ *Initial*

Event Rental Times:

- Your rental is for the specified time (see Full Day, Morning or Evening times on Room Reservation)
- If additional time is required; after hours (8 p.m.), **prior authorization is required**. If before event is scheduled, this overtime is \$30 per hour, billed in half hour increments, for any fraction of the hour (e.g., 5 minutes over is \$15). **All rentals must be cleaned and the rooms vacated by 11 p.m.**
- 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. Dependent on the event, the full banquet hall typically takes up to two (2) hours to clean properly; **please plan accordingly**.

_____ *Initial*

Your Deposit and your Agreement

1. **NO open-flame candles, glitter, confetti, helium balloons or pop streamers allowed.**
2. You are responsible for the return of the room in its original clean condition.
3. 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.
4. 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.
5. 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*.)
6. The BCC will provide cleaning supplies before events such as a vacuum, brooms, and mop; these items must be returned to their original location after use.
7. All Trash must be taken to the facility trash dumpster (located on the Northwest corner of building, we will provide liners (bags).
8. Kitchen rental 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.
9. See clean up list for detailed information on deposit returns.
10. Adhere to all rules and ordinances that apply to this BCC Facility.

_____ *Initial*

The BCC Staff and/or the 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 (cell) #: _____