**2021 PRIVATE EVENT RENTAL**

DATE OF EVENT

NAME OF EVENT/ORGANIZATION

CONTACT PERSON

ADDRESS

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF PEOPLE

HOURS IN: (Set Up) IN: (Event) OUT: (Event) OUT: (Tear Down)

**SET UP:**

\_\_\_\_\_ BANQUET \_\_\_\_\_ CLASSROOM \_\_\_\_\_ THEATER (Chairs Only) \_\_\_\_\_ DANCE

**NOTES:**

**FEATURES & SERVICES**:

\_\_\_\_\_ Carriage Rides (Renter provides)

\_\_\_\_\_ Fans #\_\_\_\_\_

\_\_\_\_\_ Security (required with alcohol or if beyond CCHS’s hours of operation)

\_\_\_\_\_ Sound System

\_\_\_\_\_ Microphone

**FACILITY**

\_\_\_

\_\_\_\_Boardroom $300.00 Half Day-4 Hours

$550.00 Full Day-8 Hours

(**Minimum** 3 hour rental cost is $225.00)

\_\_\_\_ Dawson Hall

$550.00 Half Day-4 hours

1,000.00 Full Day-8 hours

\_\_\_\_ Event Center $750.00 Half Day-4 hours

$1400.00 Full Day-8 hours

\_\_\_\_ Damage Deposit $500.00 per building

\_\_\_\_ Tours $100.00 (during operating hours) or $250 (after hours)

\_\_\_\_ Security Fee $200 per security guard, per event

TOTAL AMOUNT DUE $

LESS DEPOSIT (paid on \_\_\_\_\_\_\_\_\_)

(50% non-refundable deposit of the total fees to hold the date) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT DUE (paid on \_\_\_\_\_\_\_\_\_) $

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Renter Melissa Warren, Event Coordinator***