

**Brasstown Community Civic Center
P.O. Box 111, Brasstown, NC 28902
828-361-3040**

Reservation Agreement

Name of Group: _____
Type of Event _____
Contact Person _____ Phone _____
Address _____
Day and Date of Event _____
Start Time _____ End Time _____
Room(s) Needed: _____ Community Room _____ Kitchen _____ Large Hall
Please enclose \$ _____ User Fee *and* \$ _____ Cleaning Deposit

(please write 2 separate checks for user fee and deposit)

Rules for Use of Brasstown Community Civic Center

- No alcoholic beverages allowed on the property
- No smoking in the building
- No alterations shall be made to any painted surface
- You are expected to provide supervision to assure safety, care, and compliance with all rules
- Return of deposit is dependent on a thorough cleanup and no damage to the premises
- If property damage occurs, reimbursement to BCCC will be your responsibility
- Padded chairs are to remain in the Community Room
- Turn off all lights when leaving
- Securely lock all doors, except the front door
- Do not leave food in refrigerator
- In the winter, leave thermostats set on heat at 64; in the summer, set on cool at 74

-NO ANIMALS ARE ALLOWED IN THE BUILDING

- All deposits and fees are payable with return of the rental agreement
- If you want BCCC to provide clean up after your event, please make arrangements with us when you book the facility

****Keys will be available via a lock box at the BCCC***

**** Please call the day prior to your event for the code.***

**** Return the keys to the lockbox at the conclusion of your rental***

Brasstown Community Civic Center and/or Board Members shall not be held responsible for injury, property damage or theft during your event. Renter(s) assume all risks.

Only forms that are properly signed and returned will be acknowledged for reserving the Community Center

Authorized Signature of Reserver

Signature of Reservations Coordinator

Date Approved

Phone

Keep one copy of this Agreement and mail completed, signed copy with checks payable to Brasstown Community Civic Center to: Brasstown Community Civic Center, P O Box 111, Brasstown, NC 28902