

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: Large Hall Schoolhouse Kitchen Scroggs Community Rm (40 max)

Please enclose \$ _____ Use Fee and \$ _____ Cleaning Deposit

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

Rules for use of Brasstown Community Civic Center

- NO alcoholic beverages allowed on the property
- No smoking within 50 ft of building entrances
- No permanent alterations shall be made to any painted surfaces
- You are expected to provide supervision to assure safety, care, and compliance with rules
- Scroggs Family Museum/Community Room is to be accessed only with approval
- **NO ANIMALS ALLOWED IN THE BUILDING**
- Return of deposit is dependent on a thorough cleanup and no damage to premises
- If property damage occurs, reimbursement to BCCC will be your responsibility
- All deposits and fees are payable with return of Reservation Agreement
- If you want BCCC to provide clean up after your event, please make arrangements with us when you book the facility
- **BEFORE LEAVING THE BUILDING:**
 - Turn off all lights
 - Securely lock ALL doors
 - Do not leave food in refrigerators
 - In winter, leave thermostats set on heat at 64, and in summer on cool at 74
 - Return keys to lockbox

Keys will be available via a lock box at the Brasstown Community Civic Center. Please call the day prior to your event for your code.

Brasstown Community Civic Center or Board Members will not be held responsible for injury, property damage or theft during your event.

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

Fee check deposited on _____	Cleaning deposit returned on _____
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