

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 _____ Email _____
Address _____
Day and Date of Event _____
Start Time _____ End Time _____

Large Hall/Gymnasium (includes kitchen)
 \$60/day for Brasstown residents (28902 zip code)
 \$80/day for non-Brasstown residents

Kitchen Only
 \$5/Hour (min. of 4 hours) \$ _____
 Free personal canning for Brasstown residents

Classroom/Schoolhouse
 \$25/day for classes
 \$35/day for other events (baby shower, etc)

Cleaning deposit
 \$50 deposit required on all rentals

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 inside buildings
- No permanent alterations shall be made to any painted surfaces
- You are expected to provide supervision to assure safety, care, and compliance with rules
- **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
- **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

Mail completed, signed copy with checks payable to: Brasstown Community Center, P O Box 111, Brasstown, NC 28902

Fee check deposited on _____

Cleaning deposit returned on _____