

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 free classes
 \$35/day for other events (paying classes, party, etc)

- Cleaning deposit**
 \$50 deposit required on all rentals
See cleaning instructions on page 2

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.

**SEE COVID-19 CLEANING INSTRUCTIONS ON PAGE 2
AND SIGN AGREEMENT BEFORE RETURNING**

