

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

Reservation Agreement

Name of Group/Renter _____
Type of Event _____ Contact Person _____
Phone _____ Email _____
Address _____
Day and Date of Event _____
Start Time _____ End Time _____

Large Hall/Gymnasium (includes kitchen)

\$80/day

Classroom/Schoolhouse

\$35/day

Kitchen Only

\$5/Hour (min. of 4 hours) \$ _____

Free personal canning for Brasstown residents

Reservation/Cleaning Deposit

\$50 deposit required on all rentals

Fees are due at time of rental

Event is scheduled when fees are received

Cancellations must be made 7 days prior to event date - if not, your deposit will be forfeited.

Please enclose \$ _____ Use Fee and \$ _____ Reservation/Cleaning Deposit
(please write 2 separate checks for use fee and deposit or 1 money order for both - do not send cash)

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
- Extra parking on grass
- 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 55, and in summer on cool at 80
 - Return keys to lock box
 - Place trash in container near shed
- **Keys will be available via a lock box at the Brasstown Community Civic Center. Please call the day prior to your event for your cod**

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 Renter

Signature of Reservations Coordinator

Date Approved

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