

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
- Large Hall/Gymnasium (includes kitchen)**
 \$140/day Commercial and/or Large Organizations
- Classroom/Schoolhouse**
 \$50/day
- Kitchen Only**
 \$5/Hour (min. of 4 hours) \$ _____
 Free personal canning for Brasstown residents

Reservation/Cleaning / Damage Deposit
 \$50 Damage 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 code**

Brasstown Community Civic Center or Board Members not held responsible for injury, property damage or theft during your event. Only forms properly signed and returned 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