

## CORNELIA COMMUNITY HOUSE RENTAL APPLICATION

NAME		DATE	
MAILING ADDRESS			
911 ADDRESS (if different from mailing address)			
HOME PHONE		WORK PHONE	
DRIVER'S LICENSE OR I.D. NUMBER		EMAIL ADDRESS	
TYPE OF EVENT		RENTAL DATE(S) REQUESTED	
NUMBER OF GUESTS		ALCOHOL SERVED (SELECT ONE)	YES      NO

### RENTAL FEE

Daily rental includes use of building and furnishings from **9 AM to 12 midnight** on the rental date. *To avoid additional fees, please plan your function to allow time for rental companies and caterers to remove their furnishings and/or equipment before the rental time ends.*

	Rental Fee for Friday and Saturday is \$1,400.00; Saturday only is \$900.00		
	Rental Fee For Sunday is \$600.00		
	Rental Fee for Friday is \$600.00		
	Rental for Monday through Thursday is \$400.00		

### RESERVATION DEPOSIT

A reservation deposit of half of the rental fee is due when reservation is made to secure the rental. The deposit will be applied to your rental fee. Remaining balance is due 2 weeks prior to event.

<b>Total rental fee</b>	\$	times	<b>0.5</b>	equals reservation deposit \$
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### DAMAGE DEPOSIT

Less than 100 people	\$ 1,000
More than 100 people	\$ 1,500
Alcohol served	\$ 2,500
<b>Total damage deposit</b>	

Damage Deposit must be paid by Cash, Money Order or Credit Card. Provided there are no damages or infractions, damage deposit will be fully refunded by the Friday following the event.

### POLICE OFFICER REQUIREMENTS

**If Police officer(s) are required, they must be on premises from the time the event begins until the last person leaves. Cost is \$35 per hour for each officer, (4 hour minimum).**

**Calculate number of police officers required:**

<b>1</b>	Officer is required for all events with more than 100 people
<b>1</b>	Officer is required for any event serving alcohol.
<b>2</b>	Officers are required for events serving alcohol with 100-200 people
<b>3</b>	Officers are required for events serving alcohol with more than 200 people- <b>300 person maximum occupancy</b>

Number of officers required		Hours officer(s) required:		Beginning time	
				Ending time	
				Total hours	

Office Use Only	Amount	Date paid	Cash	Check #	Entered by
<i>Rental fee</i>					
<i>Reservation deposit</i>					
<i>Damage deposit</i>					