**RANDY NEWMAN COMMUNITY CENTER**

**Rental Agreement**

This agreement defines the terms and conditions under which The City of Brooklet (the “CITY” and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the CLIENT”) agree to the CLIENT’S use of the Randy Newman Community Center and covered pavilion.

1. **CONTACT INFORMATION**

CLIENT Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Rental: Date/Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Not to Exceed 150)

\*\*\****ALL CONSIDERATIONS IN THIS RENTAL AGREEMENT ARE SUBJECT TO FIRST COME , FIRST SERVE.***\*\*\*

**The indoor facilities are NON SMOKING and the entire facility is to remain ALCOHOL FREE.**

**II. City of Brooklet Responsibility**

**The Randy Newman Community Building and covered pavilion** is available for rent Monday through Sunday between 8:00 a.m. and 10 p.m.

**Rental Amenities:**

* The Multi-Purpose Room is 2800 sq feet with a 1200 sq foot covered pavilion attached.
* A full kitchen with caterer prep area
* Men’s and Women’s bathrooms
* (15) 6 foot rectangular tables
* 150 folding chairs
* Computer, Projector and Screen
* Free Wireless Internet provided by Bulloch Telephone Co

**Rental Time MUST include set up and clean up time**

**Rental Charges (Monday -Sunday):**  4 hours (½ day) $175 8+ hours (Full day) $275

Hourly rate $40

**Pavilion Rental:**

$10/Space Spaces are 10x10 in size

**Special Rates ($100) for:**

* Kiwanis Club
* BCDA
* Brooklet Elementary, SEB Middle School and SEB High School activities
* City Employees

This rate is for activities exclusive of fairs, festivals and other special events

**Damage/Security Deposit:**

All Rentals will be subject to a $150 Security Deposit. $25 will be kept for normal cleaning purposes. Additional cleaning/repairs will be billed to the deposit.