



2019 Rental Contract

Date of Event	
Day of Week	
Set up Begins	
Hours of Event	
Event Ends	
Clean up Begins	
Room(s) Requested	Dining Hall Kitchen Solarium Library/CTC
Number of Guests	
Description of Event	
Will you serve alcohol?	<i>***If yes, banquet permit required</i>

Is your event catered?	
Name of Caterer	

Renter	
Mailing Address	
Phone Number	
Current or Lifetime CASC Member?	

Room Rate (see attached sheet)	
Building Attendant fees (\$17.00 per/hr.)	
Reservation fee – (\$50 Non-Refundable)	
Damage/Cleaning Deposit (\$250 Refundable, Dining Hall, \$100 Refundable, Solarium)	(Check to be written. CASC will hold check and will return check if terms of contract followed and no additional charges apply.)
Other Fees - Table Cloths: Round or Rectangle Linen, \$8 each, Overlays \$10 each, Satin Cloths \$15 each, Plastic Covers \$4 each, Chair covers \$1.50 each. Please see price sheet for sizes and colors.	
Total Rent Due	

Payment Amount	Payment Date	Receipt Number

*****Final payment is due three weeks before the date of the event. 2 Bldg. Attendants are required for Parties with 75 people or more for a rate of \$34 per hour.**

I release the Central Area Senior Center from any liability for any accident, injury, or damages of any kind to persons or property that might occur while participating in CASC activities.

Signature of Renter: _____ Date: _____
 CASC Staff Member: _____ Date: _____