

# CORNELIA COMMUNITY HOUSE RENTAL APPLICATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

RENTAL DATE(S) REQUESTED: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

ALCOHOL SERVED (Y/N): \_\_\_\_\_

## 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.*

Please check rental day

- Rental Fee Monday-Thursday is \$400.00
- Rental Fee for Friday is \$600.00
- Rental Fee for Saturday is \$900.00
- Rental Fee for Sunday is \$600.00
- Rental Fee for Friday and Saturday is \$1,400.00
- Rental for Friday, Saturday, and Sunday is \$1,800.00

## RESERVATION

*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 a week prior to event.*

Total rental fee: \$ \_\_\_\_\_

Reservation deposit: \$ \_\_\_\_\_

## DAMAGE DEPOSIT

Damage Deposit must be paid by Cash or with Credit Card the day you come to pick up the key from City Hall. Damage Deposit will be held, and provided there are no damages or infractions, damage deposit will be fully refunded by the Friday following the event.

Less than 100 people - \$1,000.

More than 100 people - \$1,500.

Alcohol served - \$2,500.

**Total damage deposit:** \_\_\_\_\_

## 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). 300-person maximum occupancy

### Calculate number of police officers required:

1 - Officer is required for any event serving alcohol.

1 - Officer is required for all events with more than 100 people

2 - Officers are required for events serving alcohol with 100-200 people

3 - Officers are required for events serving alcohol with more than 200 people

Number of officers required: \_\_\_\_\_

Beginning time: \_\_\_\_\_

Ending time: \_\_\_\_\_

**Total hours:** \_\_\_\_\_

## OFFICE USE ONLY

Amount paid: \$ \_\_\_\_\_

Date paid: \_\_\_\_\_

Cash

Credit Card

Check

Check Number if applicable: \_\_\_\_\_