

Belle-Bland Community Center Application
200 Highway 28 East Belle, MO 65013
Phone: 573/859-3513

Today's Date: _____
Name of Responsible Party: _____
Mailing Address: _____
Phone: Home: _____ Work: _____ Cell: _____
Day, date, and time of your event: _____
For what purpose will the building be used? _____

You must pick up the key to the building before your event at the City of Belle Administration Building located at 200 E. Third St. between the hours of 8 am and 4 pm. Entry into the building the day before your event depends on if another event is scheduled for the day before your event. Check with the office before entering the day before. No keys will be given out over the weekend. All keys MUST be picked up no later than Friday at 4 pm., failure to pick up a key will result in still being liable for the rental.

Desired rental of the building, check each one needed:

___ Meeting Room 1 \$250 Any event involving a dance \$ _____
___ Meeting Room 2 & Kitchen \$100.00 \$ _____
___ Rental of entire building \$375 \$ _____

Deposit will be equal the price of the rent or \$200 whichever is less.
Deposit will be returned after inspection is completed. \$ _____
Cleaning Fee-\$70 entire building \$40 partial rental \$ _____
Total amount due for rental of desired rooms & deposit\$ _____

Will alcohol be served at your event? ___ yes ___ no

The undersigned hereby make application to the City of Belle for use of the Belle-Bland Community Center premises and certifies that the information on the application correct. The undersigned further states that he/she has the authority to make this application on behalf of the organization represented (if any) and agrees that all Community Center regulations will be followed. The applicant will exercise the utmost care in the use of the Community Center facilities and property and will be financially responsible for any damages occurring during or as a result of applicant's use of the Community Center facilities and property (building and grounds). This liability is not limited to the deposit fee only.

Applicants Signature

Date

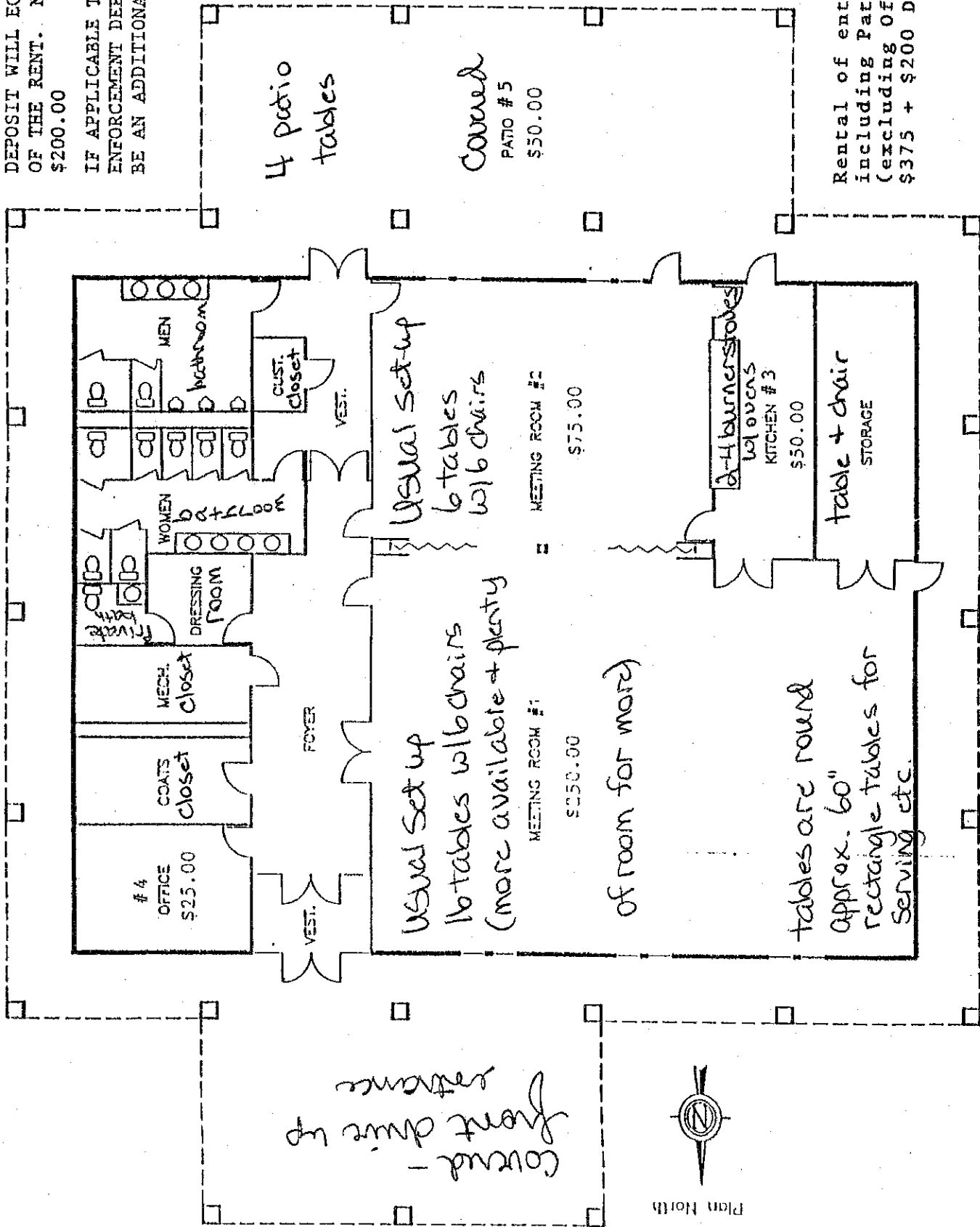
Rules for Renting the Belle-Bland Community Center

1. A non-refundable rental fee, a refundable deposit and complete application is required prior to a confirmed reservation. Deposit checks are cashed.
2. Functions will end **NO LATER THAN MIDNIGHT!** The building closes at 1:00 A.M.
3. Tobacco **IN ANY FORM IS STRICTLY PROHIBITED** inside the building.
4. Renters and their guests are to remain exclusively in the rooms rented. Children should be supervised by adults in the rooms rented.
5. Renters are responsible for set up and take down of any extra tables and chairs taken from the closet. Rooms have to be returned to their original configuration. All trash must be picked up and taken outside to the dumpster. All other cleaning will be done by the hired cleaning person.
6. **Absolutely NO TAPE, TACKS, PINS ETC.** are to be placed on/in walls, doors, etc. anywhere in the building. **NO CONFETTI OR RICE** is to be used inside the building.
7. Renters are liable for **ALL** damages occurring during or as a result of your event, even if uninvited guests do the damage. (including grass and parking lot)
8. The kitchen is to be used as a **CATERING KITCHEN ONLY**. Please clean up the stoves, ovens, and microwaves after you use them.
9. Fish fry and bar-b-ques are to be held outdoors beyond the patio area.
 - Personnel on duty (Belle Police Dept.) at an event shall have the right to close an event at any time if the rules and regulations are not being complied with. You will **NOT** get a refund of any fees or rental paid if this should occur.
 - Failure to adhere to ANY of these rules may result in forfeiture of your deposit and denial of future rentals.
 - The Belle-Bland Community Center assumes no liability or responsibility for accidents that may occur during, before or after your rental period. You the renter become the responsible party for you and your guests (or unwanted guests) and their actions.
 - The City allows you to go in the day prior to your event given there is not a rental that day. With that being said we allow entry to the building the day before for decorating **only**. If it is found that you are having dinner and hanging out in the building the day prior to your event this will result in forfeiture of your deposit.

Signature

DEPOSIT WILL EQUAL THE PRICE OF THE RENT. NOT TO EXCEED \$200.00

IF APPLICABLE THE LAW ENFORCEMENT DEPOSIT WILL BE AN ADDITIONAL \$50.00



Rental of entire Bldg. including Patio (excluding Office #4) \$375 + \$200 Deposit.



Tammie Hankins - Mgr.
573-854-7950

BELLE/BLAND COMMUNITY CENTER
BELLE, MISSOURI