

BELLE-BLAND COMMUNITY CENTER APPLICATION

200 Highway 28 Ease, 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 PRIOR TO YOUR EVENT AT THE CITY OF BELLE ADMINISTRATION BUILDING LOCATED AT 300 E. THIRD STREET BETWEEN THE HOURS OF 7 AM AND 5 PM. IF YOUR EVENT IS SCHEDULED DURING THE WEEKEND, THE KEY MUST BE PICKED UP ON THE FRIDAY PRIOR TO YOUR RENTAL BY 5 PM. FAILURE TO PICK UP A KEY WILL RESULT IN STILL BEING LIABLE FOR RENTAL. ENTRY INTO THE BUILDING THE DAY PRIOR TO YOUR EVENT DEPENDS ON IF ANOTHER EVENT IS SCHEDULED FOR THE DAY PRIOR TO YOUR EVENT. CHECK WITH THE OFFICE PRIOR TO ENTERING THE COMMUNITY CENTER THE DAY BEFORE. NO KEYS WILL BE GIVEN OUT OVER THE WEEKEND. THE KEYS ARE REQUIRED TO BE RETURNED THE DAY AFTER YOUR RENTAL. THERE IS A DROP BOX ON THE FRONT OF CITY HALL IF YOU WISH TO UTILIZE.

	<u>*ENTIRE BUILDING</u>	<u>HALF OF BUILDING (EITHER SIDE)</u>
Rental	\$300.00	\$150.00
Deposit	150.00	75.00
Cleaning	<u>70.00</u>	<u>70.00</u>
Total	\$520.00	\$295.00

*When renting the Community Center for events such as auctions, gun shows, swap meets, or any event that generates profit, the entire building must be rented. This does not include any Not-For-Profit organizations.

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 and certifies that the information on the application is 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 during or as a result of applicant's use of the facility and property (building and grounds). This liability is not limited to the deposit fee only.

Applicant's Signature: _____ Date: _____

Rules for Renting the Belle-Bland Community Center

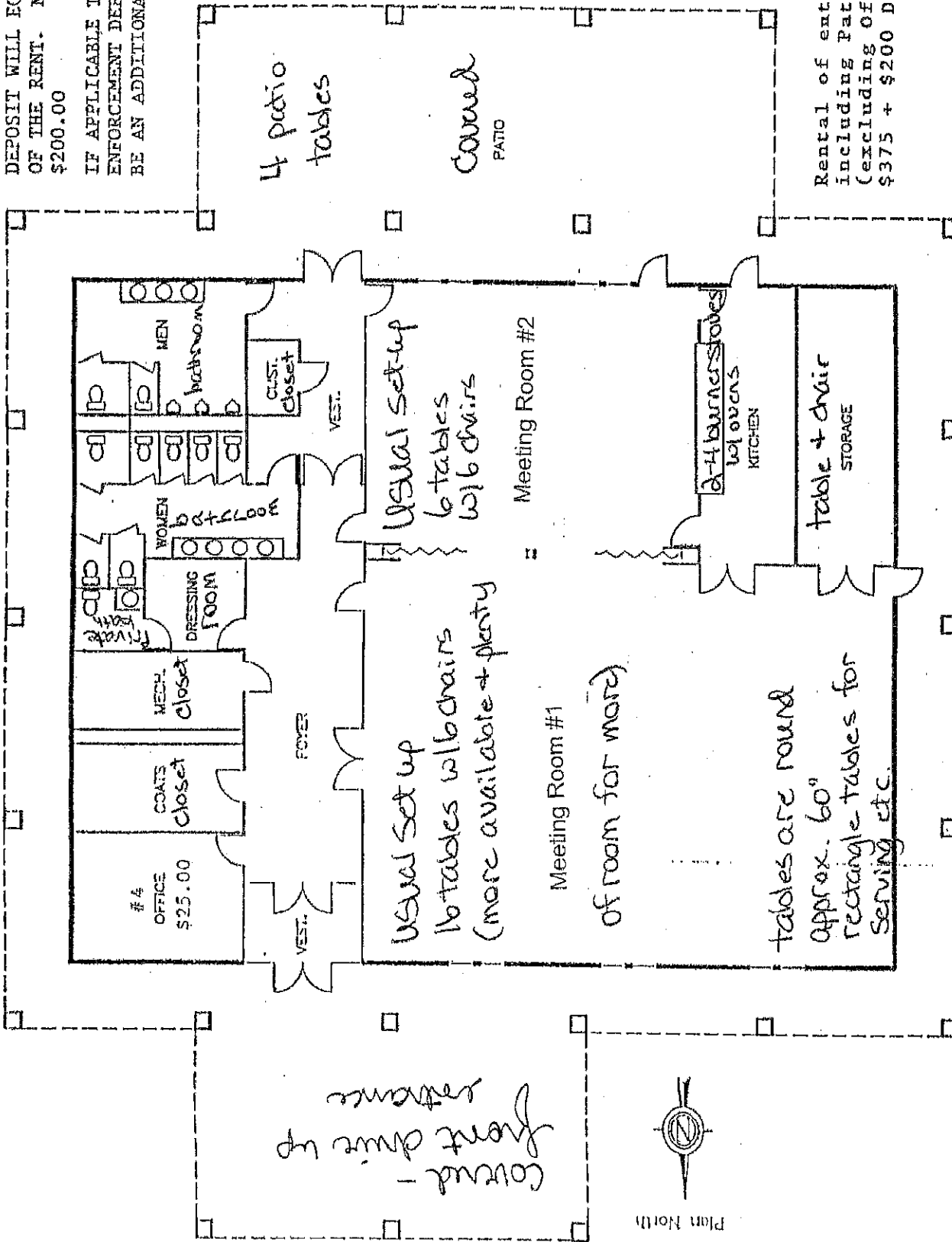
1. A non-refundable rental fee, a refundable deposit and complete application is required prior to a confirmed reservation. Deposit checks are cashed.
2. Functions will end **NO LATER THAN MIDNIGHT!** The building closes at 1:00 A.M.
3. Tobacco **IN ANY FORM IS STRICTLY PROHIBITED** inside the building.
4. Renters 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.
5. **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.
6. **Absolutely nothing with gas and/or oil, dirty and/or greasy, or a potential fire hazard be brought 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.



BELLE/BLAND COMMUNITY CENTER
BELLE, MISSOURI