

# Jones House Community and Cultural Center Small Event Form

(This form is for events involving no more than 25 participants.)

Person making arrangements (Responsible Party) \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ (day) \_\_\_\_\_ (night)  
Email \_\_\_\_\_ Alternate number \_\_\_\_\_

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Type of Event \_\_\_\_\_  
Date of event \_\_\_\_\_ Time of event \_\_\_\_\_  
Set-up time/day \_\_\_\_\_ Clean-up time/day \_\_\_\_\_

(No supplies or food may be brought into the building prior to the scheduled time of usage, nor left afterwards. Please allow adequate time for set up and clean-up when reserving the building.)

Caterer's Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Will you be serving alcohol? \_\_\_\_\_ Type \_\_\_\_\_  
Bartender's Name \_\_\_\_\_  
Date and number of alcohol permit \_\_\_\_\_

Other Professional (Performer, DJ, etc.) \_\_\_\_\_  
Type of Service \_\_\_\_\_  
Telephone Number \_\_\_\_\_

ROOM(s) to be Used \_\_\_\_\_  
Estimated Number of Participants \_\_\_\_\_ Refreshments \_\_\_\_\_ Yes \_\_\_\_\_ No

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**Please provide a brief description of all plans and activities (continue on reverse if needed):**

- Rental of the entire building is recommended for private events. Rent must be paid in advance of the event. (see fee schedule for rates)
- A cleaning deposit is required for all private meetings and receptions and may be refunded at the discretion of the Executive Director.
- Plans to serve alcohol must be approved in advance by the Executive Director and an additional alcohol deposit is required and may be refunded at the discretion of the Executive Director.
- A staff person of the Executive Director's choosing is required for all private events and shall be paid according to the fee schedule. This is payable directly to the staff person at the completion of the event.
- If sound equipment is to be used, an hourly fee is to be paid to the appointed sound technician is required for all private events and is payable directly to the technician at the completion of the event.

Any fees owed for exceeding the scheduled hours will be deducted from the applicable deposits. Failure to comply with the rental policies of the Jones House Community Center will result in the forfeiture of all deposits. All monies are deposited with the Town of Boone and refund checks are issued through the town. A processing fee will be charged by the town for returned checks.

Payment Record:		
Deposits:		
Date pd _____	Amount pd _____	Accepted by _____
Rental Fee:		
Date pd _____	Amount pd _____	Accepted by _____

**THE ARRANGEMENTS LISTED ABOVE ARE INVALID WITHOUT THE FOLLOWING SIGNATURES:**

*I have received a copy of the Jones House Community Center Usage and Rental Policies and have read them and agree to all conditions and requirements outlined therein.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Responsible Party)

I have met with the appropriate parties listed above and approve all activities described herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Executive Director)

Assigned Staff person \_\_\_\_\_ Phone \_\_\_\_\_  
 Assigned Sound Technician \_\_\_\_\_ Phone \_\_\_\_\_