

CITY OF CARLISLE CIVIC CENTER RENTAL CONTRACT

Event Date: \_\_\_\_\_ Est. Arrival Time: \_\_\_\_\_ Est. End Time: \_\_\_\_\_

Contact Person/Business: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Caterer: \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

Will there be alcohol? [ ] YES [ ] NO Alcohol Svc. Start Time: \_\_\_\_\_ Alcohol Svc. End Time: \_\_\_\_\_

\_\_\_\_\_ # of Officers x \_\_\_\_\_ Event Hours x \$50.00/hr. = \_\_\_\_\_ Total Security (Payable to City of Carlisle Police)

Payment Information- Fees Due at Booking Rates:

Mon-Wed \$75/hour X \_\_\_\_\_ hours = \$ \_\_\_\_\_

Thurs-Sun \$125/hour X \_\_\_\_\_ hours = \$ \_\_\_\_\_

4 hour minimum booking . Mon – Wed \$100/hr over 4 hrs. Thurs-Sun \$150.00/hr for every hour over 4 hours.

\$150.00 Deposit that will be returned if cleaned and no damages. If the party does not want to clean up an agreement should be made with the City prior to the event. If no agreement is made and the cleanup is not done, the renter will be charged accordingly. If renter acknowledges no alcohol is being served but found to be out of compliance with this contract, renter will be removed immediately from building and banned from future use.

Total Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

The undersigned acknowledges having received, read and understand the General Policies of the Carlisle Civic Center. The undersigned agrees to be bound by the terms of these General Policies as they may be amended by Management at any time.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

City of Carlisle Signature \_\_\_\_\_ Date \_\_\_\_\_