

RENTAL REQUEST FORM

CONTACT INFORMATION

Main contact name: _____ Alternate contact name: _____

Address: _____

Are you a resident of Anthem: Yes No (*residency will be verified*)

Phone number: _____ Cell: _____

Email address: _____

Organization/Business name (*if applicable*): _____

Organization/Business address (*if applicable*): _____

EVENT INFORMATION

Event date(s): _____

Event title: _____

Type of event (short description): _____

Is this event a: Fundraiser Business activity
 Personal celebration Performance
 Meeting Show or exhibit
 Class/Instructional Other _____

Maximum number of people attending: _____ Public event: Yes No

Fee charged: Yes No *Only approved fundraising events are permitted to charge fees. See attached Rules and Regulations for details.*

Setup start time: _____ a.m./p.m.

Cleanup end time: _____ a.m./p.m.

Event start time: _____ a.m./p.m.

Event end time: _____ a.m./p.m.

(rental fee includes setup, cleanup and actual event time)

Recurring event: Yes No Start date: _____ End date: _____

If recurring, how often? Circle all applicable choices below.

Weekly

M Tu W Th F Sa

Twice monthly

Specify: _____

Monthly

_____ of every month

Date (#1-31)

OR Week: 1st 2nd 3rd 4th **and** Day of week (M-Sa): _____

Quarterly

Specify months and days: _____

Will event include music/performance: Yes No If yes, elaborate: _____

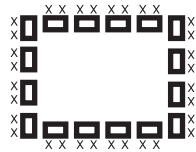

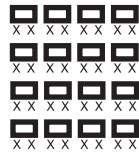
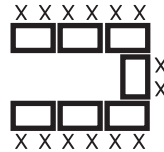
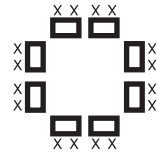
ROOM (check all that apply; fees based on type of event, space needed, day, time and user)

- Meeting Room 1 (\$5-50) Meeting Room 3 (\$12-72) Arts & Crafts Room (\$5-50) Community Room (\$40-186+)
 Meeting Room 2 (\$5-50) Meeting Room 4 (\$12-72) Game Room (\$5-50) Terrace (\$5-50)

If renting the Community Room, check maximum number of attendees: 1-100 (\$50 setup fee) 100+ (\$100 setup fee)

An additional \$100 cleaning/maintenance fee may apply for events serving food/beverages. All room rentals are on an hourly basis and do not include equipment rental. All after-business-hour and Community Room rentals require a two-hour minimum.

ROOM SETUP STYLE (select setup configuration for meeting rooms only; visual configuration for reference only)

				
Square	Lecture/Theater	Classroom	"U" Shaped	Small Square

EQUIPMENT RENTAL (fees are per item, per rental)

- LCD projector (\$5) Sound equipment (\$5) Television (\$5) Projector/Screen/Wireless microphones (4) (\$25)
Community Room only

COFFEE SERVICE (includes 2 pots of coffee or tea; serves approximately 16)

- Coffee Service (\$25) If yes, indicate up to two choices: Regular Decaf Hot Tea

PAYMENT (check, cash or credit card information must be provided with form)

Check amount enclosed: _____ **OR** Cash amount: _____

OR Credit card:

Cardholder name: _____

Account number:

Expiration date: CVV code:

- Discover
 MasterCard
 Visa

By signing this document, you agree that the Anthem Community Council may authorize your credit card for any charges associated with the rental contract as stated above. Any refunds will be automatically credited to this account. Availability is not guaranteed with submittal of form, only upon confirmation and payment. Payment in full must be received if total rental cost is \$100 or less. If rental cost exceeds \$100, a \$100 damage deposit is required AND 50% of rental fee payment must be paid to guarantee reservation. Remainder of payment must be received at least one month prior to event. Credit card will be charged for remainder of fee due. Form must be complete, accurate and include a signed copy of the Rules and Regulations form (attached).

Signature: _____

(person signing form must be present at event)

For office use only:

<input type="text"/> Invoice #	Date: _____	Time: _____ a.m./p.m.	Initials: _____
	<input type="checkbox"/> Payment	<input type="checkbox"/> Rules & Regulations form (signed)	
	<input type="checkbox"/> Rental form (all fields completed)	<input type="checkbox"/> Cancellation Policy form (signed)	
	<input type="checkbox"/> Rental form (signed)		

CANCELLATION POLICY

SPECIAL EVENTS* CANCELLATION

Cancellation must be received in writing by the Civic Building Meeting & Program Manager. Allow up to four weeks for processing. Cancellation fees are non-refundable, non-transferable and not eligible as credit toward a future event.

- With 30 days or more notice – Full refund after \$100 processing fee
- Between 14 and 30 days – 50% refund
- Less than two weeks – 100% of room reservation cost is assessed
- No show – 100% of room reservation cost is assessed

**A special event is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body. Some examples of special events would be: wedding, baby shower, celebration of life, fundraiser, birthday party, recital, etc. The decision of a rental being classified as a special event is at the sole discretion of the Meeting & Program Manager.*

ROOM RENTAL CANCELLATION

Cancellation must be received in writing by the Civic Building Meeting & Program Manager. Allow up to four weeks for processing. Cancellation fees are non-refundable, non-transferable and not eligible as credit toward a future event.

- With 14 days or more notice – 100% refund
- Between 14 and 7 days – 50% refund
- Less than one week – 100% of room reservation cost is assessed
- No show – 100% of room reservation cost is assessed

Printed name: _____

Signature: _____

Date: _____

RULES & REGULATIONS

Normal business operating hours: M, W - 8 a.m.-7 p.m.; Tu, Th - 8 a.m.-9 p.m., F - 8 a.m.-5 p.m., Sa. - 8 a.m.-noon, closed Su and may vary during holidays. Facility may be rented during non-business hours for an increased fee, with approval from Civic Building Meeting and Program Manager.

Reservations will be accepted on a first-come, first-served basis upon receipt of Anthem Civic Building (ACB) Rental Request Form and applicable fees. Groups and organizations may reserve a room for a recurring event provided it occurs the same day and time of the month. Recurring reservations will expire at the end of the calendar year and must be renewed prior to the new year.

In order to guarantee reservation, full payment must be received for rentals costing \$100 or less. If rental cost exceeds \$100, a \$100 refundable damage deposit is required AND 50% of rental fee payment must be paid to guarantee reservation. Remainder of payment must be received at least one month prior to event. Refunds may take up to four weeks for processing.

Damage deposit is refundable after the event only if the room has been left in good order, no damage has been done to the property or equipment, the renter and guests have left the premises by the contracted time and all conditions of the contract have been met. If it is determined that the condition of any part of the facility, furniture or equipment has been damaged or is missing, the damage deposit will not be returned in part or in whole and additional costs may incur. If there was no damage deposit, renter will be billed or their credit card will be charged.

All rentals will be on an hourly basis. Fees will be based according to type of event, space needed, day and time of event, and user. Rental hours and fees will include setup, takedown and cleanup time. A two-hour minimum rental is required for requests outside of normal business operating hours and for the Community Room.

Responsible party reserving facility must be of at least 18 yrs. of age and must be present during facility rental time.

The Anthem Community Council has the sole discretion to accept, deny, adjust or cancel a rental request. For-profit businesses or organizations may use the ACB for the purpose of management or employee meetings, trainings, shareholder meetings or other activities at which **no sales or merchandising is to take place, and for which no fees are charged for attendance**. This does not apply to ACC-approved classes, for which participation fees may be charged.

Anthem residents may be required to show proof of residency.

Signed rental request form must accurately state the number of people attending the event. If number exceeds the maximum room capacity, the event may be moved to a larger room and additional fees will be incurred. If no room is available, Anthem Civic Building management will have the authority to end the event.

Renter will ensure that all guests and/or participants will conduct themselves in a civil, proper and well-mannered fashion. Loud noise, disruptive conduct or unruly, abusive or disorderly behavior is prohibited. If such occurs, renter and guests may be asked to vacate the building with no refund.

All room diagram layouts are to be finalized and approved by Civic Building Meeting and Program Manager no later than 15 working days prior to event. Any changes after this time may not be allowed or may result in additional charges.

Alcohol service is permitted if provided by an Anthem Community Council-approved alcohol vendor and approved by Civic Building Meeting and Program Manager. No alcohol is permitted on ACC property outside of the Civic Building other than the Terrace. No alcohol can be sold on the premises, and there can be no cash bars.

Security is required when alcohol is served. Security may be required for events with more than 100 participants. Security must be present one half-hour before event begins and one half-hour after event ends. Security costs will be the responsibility of the renter and are in addition to rental room fee and damage deposit.

No smoking is permitted on Anthem Civic Building property.

Anthem Community Council has a preferred caterer list and encourages the use of one of these caterers. If a caterer who is not on the list is used, the Civic Building Meeting and Program Manager must approve the caterer. The warming kitchen and facilities shall be used only to support the serving of pre-prepared foods.

Use of special equipment or entertainment must receive prior approval from Civic Building Meeting and Program Manager.

Use of duct tape in decorating is not allowed; masking and painter's tape are permissible. Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tapes are not permitted. Open flames are prohibited. All candles must be the votive type and contained in glass with secure bases.

Throwing of or decorating with confetti, rice, glitter, birdseed or other materials is not allowed in or on the grounds of the Anthem Civic Building.

Solicitation of any kind is prohibited.

All tradeshows, conventions and/or events open to the public are required to submit a certificate of liability insurance with at least \$1,000,000 coverage at least two weeks prior to the event. The certificate of insurance shall name Anthem Community Council as certificate holder.

If additional equipment is needed, renter must use an approved rental equipment vendor and obtain prior approval from the Civic Building Meeting and Program Manager.

This is not necessarily an exhaustive list of all policies, procedures and rules associated with Council property. While this is intended to be an accurate reflection of all procedures, management reserves the right to revise any policies, rules, schedules, etc., with or without notice, as circumstances change (e.g. emergencies, change in personnel, workload, community issues, etc.). Failure to follow policies, procedures and guidelines may jeopardize usage of the amenities. Find a complete list of all facility use policies, rules and procedures at OnlineAtAnthem.com.

Anthem Civic Building Acknowledgment and Agreement of Use

By signing this document, I agree, for myself and on behalf of my guests using the Anthem Civic Building, to comply with above rules and regulations. I voluntarily accept the liability for any and all injuries or damage resulting from the use of the building and release Anthem Community Council, Inc. ("ACC") and its employees, officers, and agents from any liability. I further agree to defend and indemnify ACC from any and all claims brought against ACC related in any way to the use of the Anthem Civic Building. I acknowledge that failure to adhere to the rules may result in additional fees and/or suspension of reservation privileges.

Printed name: _____

Signature: _____

Date: _____