

**EVENT FACILITY RENTAL AGREEMENT**  
**BELGRADE COMMUNITY ACTION ASSOCIATION**

This agreement outlines the terms and conditions for use of the Belgrade Community Action Association facility.

**YOUR RENTAL**

- Building Rental: \$450.00 for up to 6 hours
- Pavilion Rental: \$75.00 for up to 6 hours
- Field Rental: \$150.00 (use subject to prior approval)
- Additional time may be added at a rate of \$50.00 per hour

Rental includes tables and chairs where applicable.

**MAXIMUM OCCUPANCY**

Maximum occupancy is 150 persons.

**RENTAL PERIOD AND EVENT HOURS**

The facility is available for up to six (6) hours of use. All events, including setup and cleanup, must be completed within the reserved time unless additional hours are approved and paid for in advance. Events must end no later than 1:00 a.m.

**ADDITIONAL TIME**

Additional time for setup, decorating, vendors, or cleanup may be requested at a rate of \$50.00 per hour. This time must be scheduled in advance.

**DEPOSIT**

- Building Rental: \$50.00 nonrefundable deposit required
- Pavilion Rental: Full \$75.00 payment required at booking

No date will be held without payment.

**PAYMENT SCHEDULE**

- Remaining balance due 10 days before rental
- Pavilion must be paid in full at booking
- Payments are online only
- No cash, checks, or mailed payments

**CANCELLATION POLICY**

The deposit is nonrefundable.

If canceled at least 10 days before the event, payments beyond the deposit will be refunded.

Cancellations within 10 days may result in loss of additional payments.

## **GENERAL POLICIES**

Damages: The renter is responsible for any damage caused.

Cleanup: The renter must clean the facility after use.

Conduct: All guests must follow staff instructions.

## **CATERING AND FOOD**

- No cooking allowed
- Kitchen is for prep only
- All items must be removed after event

## **DECOR AND RESTRICTIONS**

- No smoking
- No attaching items to walls
- No ladders without approval
- Decorations must be removed after event

## **FURNISHINGS INCLUDED**

- Ten round tables (60 inch diameter)
- Twelve rectangular tables (30 inch by 72 inch)
- Four rectangular tables (30 inch by 96 inch)
- Up to 150 white folding chairs

## **EQUIPMENT POLICY**

All tables and chairs must remain inside the building. The renter is responsible for missing or damaged items.

## **FIELD RENTAL POLICY**

Field rental is \$150 and requires prior approval before booking.

## **HOLD HARMLESS**

Belgrade Community Action Association is not responsible for any lost, stolen, or damaged personal property belonging to the renter, guests, vendors, or event participants.

The renter agrees to assume full responsibility for any injuries, damages, or losses that occur during the use of the facility. The renter further agrees to indemnify, defend, and hold harmless Belgrade Community Action Association, its officers, board members, employees, and volunteers from any and all claims, liabilities, damages, costs, or expenses arising from the use of the facility.

This includes, but is not limited to:

- Personal injury to guests or participants
- Property damage caused by the renter, guests, or vendors

- Any accidents occurring during the event

Belgrade Community Action Association shall only be held liable in cases of proven gross negligence or intentional misconduct.

**ACKNOWLEDGMENT**

By booking, the renter agrees to all terms in this agreement.

**SIGNATURES**

Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BCAA Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_