

BOONEVILLE HARDWARE BUILDING

Rental Application

Name of Person/Group/Organization: _____ Purpose: _____
Rental Date: _____ Time: ____ am/pm until ____ am/pm
Number expected to attend: _____ (*Maximum capacity 150 people*)
Name of Individual Responsible: _____ Driver's License #: _____
Address: _____ City: _____ State: _____ Zip: _____
Home/Mobile Phone: _____ Work Phone: _____ Email: _____

We cannot confirm your reservation until the fees have been paid in full and the form is returned to City Hall.

**** Please note: It is against Booneville City policy to raise funds on city property without prior approval from the Mayor and Board of Aldermen. We must have this form in our office 30 DAYS prior to the event date to present to the Board. ****

FEES

- *\$150.00 per day (for events not related to cultural arts)
- *\$75.00 per day for Cultural Arts Members
- ***A \$50.00 REFUNDABLE DEPOSIT** fee must be paid any time the building is rented and **is included** in the prices above. It can be refunded as long as the terms of the user agreement have been met, and the key is returned. An inspection will be done after your event to determine if this has been done.
- Additional \$150.00 fee for set up or removal of the stage (non-refundable). **If you require use of the stage, we must know 10 business days prior to rental date.**

CANCELLATIONS MUST BE MADE 10 DAYS PRIOR TO RENTAL DATE TO RECEIVE A REFUND!!!

- ⇒ **Must be 21 years or older to rent Hardware Building.**
- ⇒ **NO ALCOHOLIC BEVERAGES ALLOWED ON OR AROUND THE FACILITY.**
- ⇒ **NO TOBACCO PRODUCTS IN HARDWARE BUILDING ARE ALLOWED.**
- ⇒ **ALL information on this application must be correctly filled out. Incomplete information will result in immediate cancellation.**
- ⇒ **ALL FACILITIES MUST BE SECURED, CLEANED AND VACANT BY 11:00 P.M. ON THE DAY OF EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN AGREED UPON.**

I have agreed to rent the Booneville Hardware Building, for the purposes stated in this form. I understand that by entering into this agreement and signing my name hereon, I am the person responsible and liable for any damages in any shape, form, or fashion to the facility or anything connected with the facility. I understand that any damage done will be presented to the Booneville City Hall in written form, with itemized statement showing the cost of replacement or repair of damages done, and I shall have ten (10) days from the receipt of that bill in which to pay for those damages. If I do not pay those damages within the ten (10) days, then I understand the City of Booneville can bring suit against me, wherein they can seek not only the damages done to the facilities, but attorney fees, and court costs incurred in having to bring this action against me.

Signed: _____ Date: _____

Do not write below this line: Office use only

Date form returned: _____

Payment: \$ _____

Payment Method: _____

Receipt # _____

Comments: