

MONTGOMERY COUNTY COMMUNITY DEVELOPMENT, INC.

3400 Indian Mound Drive, Mt. Sterling, KY 40353

Phone: 859-498-0065 info@claycommunitycenter.org Fax: 859-497-8772

Please Read the "Facilities Usage Guideline" on pages 3 - 5 before completing contract

Name of Event _____

Description of Event _____

Sponsoring Organization _____

Address _____

City _____ State _____ Zip Code _____ County _____

Phone #1 _____ Phone #2 _____ Fax # _____

Email Address _____

Non Profit Tax ID # _____

NOTE: If claiming non-profit status, please attach appropriate documentation for verification purposes.

Day & Date of Event _____ Anticipated Attendance _____

Entrance Time: _____ am/pm Exit Time: _____ am/pm

NOTE: "Rental Hours must include all time needed for decorating/set up, "main event" and clean up

Will Alcohol be served? _____ Will Food be served? _____

Will admission fee be charged? _____ If so, how much? _____

Organization/Person responsible for payment _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____ County _____

Phone #1 _____ Phone #2 _____ Fax # _____

Email Address _____

Alternate Contact Person _____

Address _____

City _____ State _____ Zip Code _____ County _____

Phone #1 _____ Phone #2 _____ Fax # _____

Email Address _____

*Signature of Person Completing this form Date

***By signing this form you acknowledge that you are 18 years or older & you have read & understand the Facilities Use Guidelines (pages 3-5 and will abide by all stipulations set forth in this document).**

For Montgomery County Community Development, Inc. Use Only

Payment: Check\$ _____ Check # _____ Cash \$ _____

Receipt #: _____ **Room Rental Balance\$** _____

Director/Designer: _____ **Date Submitted:** _____

FACILITIES & EQUIPMENT REQUEST FORM

Room(s) Requested* (place X where appropriate):

- 1 Room (\$440.00)
 2 Rooms (\$800.00)
 3 Rooms (\$1,045.00)
 Catering Kitchen Area (no additional charge)

Staff Needed* (place X where appropriate):

- Media Person [Required if using our A/V System]
(two (2) hour minimum of \$15.00 - \$25.00 per hour)
 A/V Equipment Needed*:
 Video Projector
 Port for Laptop Connection
 Camera (on Speaker, etc.)
 DVD
 CD
 VHS
 Audiocassette Tape
 Hand Held Microphone (3 available)
 Lapel Microphone (3 available)

Equipment Needed* (place X where appropriate):

- Stage 32" High (6 sections of 4 X 6)
 Podium (1 available w/built in sound system)
 Dance Floor _____(21 X 21 Parka) _____(18 X 18 Black Marble)
(Dance Floor rents for \$50.00)
 Portable Bar (2 available)
 Coffee Pots (2-100 cup pots)
 # Blue Chairs (440 available)
 # Tan Chairs (440 available)
 # of 60" Round Table (45 available)
 # of 6 Foot Square Table (20 – 2 ½' X 6' available) (20 – 1 ½' X 6')
 # of 12 Foot Square Table (8 available)
 # Place Setting
(Place Setting rents for \$2.50 per Setting)
 # White Table Linens (90")
 # White Linen Napkins
 # Royal Blue Table Linens (90")
 # Royal Blue Linen Napkins
 # Ivory Table Linens (90")
 # Ivory Linen Napkins
 # White Buffet Skirting
 # Black Buffet Skirting
(Linens rent for \$3.00 per table)
 # Black Table Linens (120")
(Linens rent for \$5.00 per table)

FACILITIES USE GUIDELINES - PLEASE READ PAGES 3-5 FOR GUIDELINES AND RATES

Please complete the FACILITY RENTAL AGREEMENT/RESERVATION FORMS (pages 1 & 2) and return pages 1, 2, and 5 with appropriate signature(s) and deposit fee to:

Clay Community Center
Attn: Kimberly Stevens
3400 Indian Mound Drive
Mt. Sterling, KY 40353
Tax ID #31-1566877

Phone: 859-498-0065
Fax: 859-497-8772
Web Site: www.claycommunitycenter.org

All rentals and functions are subject to the approval of the Executive Director, Mr. David Points. All arrangements for facility must be made through Kimberly Stevens in advance of the event's scheduled date to ensure availability and coordination. As the date of the event nears, the person in charge or a designated representative will need to speak with the event setup coordinator so setup and procedures can be explained and building use can be properly coordinated. **There will be a \$30.00 processing fee for returned checks.**

ATTENDANCE CAPACITY:

The Facility can accommodate up to 1,000 persons for theater/classroom seating events and 500 persons for seated banquet/dinner events. All rentals include lobby and parking areas. Seating Capacity for Cooper and Burley Rooms is 150-200, and Sterling Room 100-150 (pending set-up).

SQUARE FOOTAGE:

Facility 10,000 - Cooper Room 2,800 sq. ft.; Burley Room 2,800 sq. ft.; and Sterling Room 2,240 sq. ft.

CLAY COMMUNITY CENTER RENTAL HOURS:

The center is available 365 days a year from 8:00 am to midnight. Rental time includes setup and clean up. The group will vacate the building at the time designated on the application.

CLAY COMMUNITY CENTER RENTAL FORMS & FEES:

Completed rental forms (pages 1, 2, & 5) with signatures, and deposit must be submitted before event can be confirmed. Failure to fully complete the rental forms will result in delayed confirmation of your event. Prompt payment is requested. All organizations/persons are required to pay the full amount to be charged for the event, at least one (1) week prior to the scheduled date. A 50% deposit is required to lock in the event date. A cancellation fee of your deposit will be charged to organizations/persons who have confirmed events at the Clay Community Center and cancel their event sixty (60) days or more before the events scheduled start time.

FOOD SERVICE:

Each organization/person is responsible for making their own arrangements with caterers. The Montgomery County Community Development, Inc. does not require the use of any specific caterers.

Any open flame device used to warm food requires constant attention. Caterers/Organizations must provide their own staff members with a fire extinguisher to be present at all times. Kitchen must be returned to the same or improved condition in which it was found at beginning of event. Do not put food down the sink.

ADDITIONAL INFORMATION:

Organizations are required to clean up commodities and remove all possessions before departing the facility. All garbage must be bagged and/or placed in a garbage container; sealed garbage bags should be left in the kitchen. All leftover food and beverages should either be removed or placed in a sealed garbage container. Failure to do so will incur an additional \$50 maintenance charge. Groups shall leave the facility in as good a condition as it was prior to occupancy. If the center is left without cleaning satisfactorily there will be an additional custodial fee.

The Montgomery County Community Development, Inc. is not responsible for items left at the building before or after the rental hours. Unless specific arrangements have been made, any item left behind after an event becomes the property of Montgomery County Community Development, Inc.

Do not put anything on walls or ceilings; no glitter or confetti, tape, glue, push pins, staples, etc.

The Montgomery County Community Development, Inc. reserves the right to terminate this Agreement if any damages or improper use of requested facility occur during the time the rental group is utilizing it.

SET UP AND CLEAN UP:

Times designated on the application form must include time for both decoration and clean up of all decorations and removal of all equipment and supplies.

All supplies or equipment, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval of a site supervisor. A fee will be charged for items brought early or left by the renter.

A. Set up:

- ✓ MCCD staff will set up and take down provided tables and chairs for you.
- ✓ Please be aware that at no time can exits be covered or obstructed by tables or equipment.

B. Clean up includes:

- ✓ Removing all decorations and placing them in the appropriate provided trash receptacles.
- ✓ Leaving kitchen in a clean condition.
- ✓ Completing other cleanup requirements specific to event.

CANCELLATION/REFUND POLICY:

Once the reservation request has been accepted by Montgomery County Community Development, Inc. and a deposit has been generated, application fee is non-refundable:

- 60 days or more notice prior to the event 50% of the deposit refunded
- 59 days prior to event 0% of the deposit refunded

CANDLES:

Only floating or mechanical candles are allowed in this facility.

No smoking allowed inside the Clay Community Center.

ALCOHOL/DRUG POLICY:

No cash sells! The Montgomery County Community Development, Inc. will discourage the misuse of alcohol by anyone 21 or older and prohibits the use of alcohol by anyone under 21. It is also the responsibility of each organization to enforce these regulations. Renter shall take full responsibility for and hold the Montgomery County Community Development, Inc. harmless from **ALL** liability arising from the serving and consumption of alcoholic beverages. Montgomery County Community Developments, Inc. prohibits the use of illegal drugs.

LIABILITY:

The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance. The group will assume liability for any damages done to the building, equipment, linens, property, and accessories and will leave the facility in acceptable condition. No illegal activity.

Person/Agency Making Request Signature

Date

Director/Designee Signature

Date

What do other facilities rent that we do not have available? _____

Would you utilize our facility again? _____

Comment: _____

