



Education Hall Facility Reservation Form

Group Name: _____
 On the day/s: _____ Time: _____
 Name of Contact Person: _____
 Address: _____
 City: _____ State: _____ Zipcode: _____
 Telephone: _____ Email: _____

- Monday - Thursday day rate **\$150.00** (morning until 3:00 p.m.) PLUS Deposit **\$50.00**
- Monday - Thursday evening rate **\$150.00** (4:00 p.m. until 10:00 p.m.) PLUS Deposit **\$50.00**
- Friday – Sunday day rate **\$150.00** (morning until 3:00 p.m.) PLUS Deposit **\$100.00**
- Friday - Sunday evening rate **\$250.00** (4:00 p.m. until midnight) PLUS Deposit **\$150.00**
- Sunday – Day rate **\$150.00** (3 hours during the day) PLUS Deposit **\$100.00**
- Wedding rate **\$600.00** PLUS Deposit **\$200.00**
- Upstairs Meeting room **\$75.00** PLUS Deposit **\$50.00**

Comments:	Rental Fee Due	
	Deposit	
	TOTAL	
	Paid on Acct	
	Balance Due	

I have read and understand all the policy's and procedures of the Knox County Community Center.

Signature: _____ Date: _____

(Please read and sign the back of the form).

Knox County Community Center Education/Banquet Hall Policies and Procedures

- 1) **50% of rate will need to be paid to book the facility in advance.** Money will be returned if event is cancelled 60 days prior to event. If event is cancelled **less than 60 days prior to event 25%** of the required down payment will be charged and the rest will be returned.
- 2) The Rental Fee and deposit must be paid in full prior to picking up a key to gain access to the facility.
- 3) The deposit will be returned within 10 days of the event, unless cleaning was required or if there was damage to the facility. You will be billed for any damage that goes over the cost of the deposit. Also, if you do not clean the facility you will forfeit your deposit as well as be billed for cleanup.
- 4) Knox County Community Center is a tobacco free facility.
- 5) The KCCC reserves the right to inspect and control or decline all private parties, bands, meetings and receptions being held on the premises. If alcohol is served, it is imperative that the contact person for the function be available for any questions or concerns that may come up.
- 6) Sound system and projector are available with prior approval from the KCCC.
- 7) Absolutely nothing will be allowed to be nailed, taped, stapled, or attached to a wall without permission from the KCCC.
- 8) Non-profit groups are encouraged to submit a form to the KCCC Board of Directors for a reduced fee.
- 9) This is YOUR community center. **Please respect the facility and help keep it looking nice for years to come.**
- 10) All rentals will have access to kitchen as well as tables and chairs. You are responsible for setting up tables and chairs as well as putting them up after the event is over.
- 11) Rates, Policies, and Procedures are subject to change.

<u>Cleaning & Set Up Rates</u>	Set Up	Take Down & Clean Up
<u>Large Event</u> Over 100 people With Food Served	\$75	\$125
<u>Small Event</u> Less than 100 people With Food Served	\$50	\$80
<u>Small Event</u> Less than 100 Without Food	\$50	\$50

Cleaning includes but is not limited to:

- 1) Taking out all trash and putting in the dumpster.
- 2) Sweeping or mopping all floors.
- 3) Putting Tables and chairs back in proper location.
- 4) Cleaning Kitchen. Items left in the kitchen will be disposed of if arrangements have not been made with the KCCC.
- 5) Please leave the Community Center cleaner than when you found it.

Liability and Waiver Agreement

I have received, read, understand and agree to comply with the Knox County Community Center’s policies and procedures on the use of meeting rooms. I hereby fully release and discharge the Knox County Community Center it’s shareholders, officers, agents, servants, and/or employees from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting in the Knox County Community Center. I further agree to indemnify and hold harmless and defend the Knox County Community Center, it’s shareholders, officers, agents, servants, and/or employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting/event in the Knox County Community Center.

Signature: _____ Date: _____