# CENTRAL EVENT CENTER RENTAL REQUEST FORM.docx

CENTRAL EVENT CENTER RENTAL REQUEST FORM

**Reservation Request**

Name:

Address:

Home Phone:

Cell Phone:

Email:

Date of Event:

Starting Time of Event:

Ending Time:

Set up time estimate:

How many guests at your event:

Seating style round or rectangle tables or theater seating:

Type of event:

Tell us about your event:

How did you hear about us?

Please fill out this form so we can help you make your event a success. Someone will be back in touch with you quickly regarding availability for your date and to contract your rental. Or, you can call us at 712-253-0923 for more information and to speak with a knowledgeable facility manager.

The Event Center is 1,500 square feet with a maximum occupancy of 148

100-120 persons is the most comfortable

EVENT CENTER RENTAL RATE $200.00 (flat rate no food)

Rate drops to $150.00 if food is purchased with the facility rental + All food catering is provided by The Event Center, with the exception of cake

$50.00 Cleaning Fee

Event rental space includes:

Event Space Rental includes:

* 6 full hours that includes decorating and cleanup (start to finish)
* An on-site Event Coordinator for your event to assist with setup changes, A/V needs, decorations, temperature control, security needs, venue questions or issues, room lighting, and more.

Banquet chairs & tables for your requested floor plan (round or rectangular tables available).

Page 1

HOW TO RESERVE A DATE & PAYMENT TERMS

A RESERVATION DEPOSIT OF 50% IS REQUIRED TO SECURE YOUR DATE, WHILE THE FINAL 50% IS DUE ONE WEEK PRIOR TO THE EVENT DATE.

A REFUNDABLE SECURITY DEPOSIT OF $200 CASH/CHECK IS ALSO DUE WITH RESERVATION DEPOSIT PAYMENT.

PAYMENTS ARE TO BE MADE USING CASH, A CHECK, OR A MONEY ORDER.

WE **DO NOT** ACCEPT CREDIT OR DEBIT CARDS.

WHAT IS INCLUDED IN MY RENTAL?

WE CAN PROVIDE THE FOLLOWING AMENITIES:

60" ROUND TABLES, 8’ RECTANGULAR TABLES, BANQUET CHAIRS, A SMALL SOUND SYSTEM (Table clothes are available for a extra fee)

HOW LONG WILL I HAVE USE OF THE EVENT SPACE?

6 hours from set-up to clean-up

IS THERE AN OVERTIME FEE IF I STAY LONGER?

20.00 per hour

TO EXTEND PAST MIDNIGHT , THERE IS A FEE OF $100 PER HOUR.

WHAT TIME CAN MY VENDORS START SETTING UP ON THE DAY ON MY EVENT?

You will have a total of 6 hours from beginning to end

HOW EARLY CAN DELIVERIES BE MADE?

Arrangement can be made with the manager on duty

CLIENTS HAVE ACCESS ON THE DAY OF THEIR EVENT

The Central Event Center is a Tobacco and Alcohol free facility

The rental of Central Event Center is contingent on other events produced by The Browns

and the availability of the facility manager.

The Central Event Center

10 Central Ave SE LeMars, IA

712.253.0923

Page 2