



Amy's Place Event Center

Facility Use Application

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Requested: _____ Desired Time: _____

Rates

Weekday (Mon – Thur)

\$50/hr (minimum 2hrs)

Weekend (Fri -Sun)

\$75/hr (minimum 2hrs)

Optional Items (reservation required)

Popcorn Machine w/ supplies for 50 servings

\$50 (bags/popcorn)

Sno-Cone Machine w/ supplies for 50 servings (ice not included)

\$50 (cups/choice of 4 flavors-25oz)

Disposable Table Covers – Available in White/Orange/Red Gingham \$5/ea

Payment Form

- Credit Card Payments only
- Tax will be added to final amount.
- Full Balance Due 1 WEEK PRIOR TO EVENT

**1 Hour Deposit Due at the Time of
Reservation and is NON-REFUNDABLE.**

Hourly Rate \$ _____ x Hours _____ = \$ _____

Optional Items _____ = \$ _____

TOTAL (plus tax) \$ _____

FOR OFFICE USE ONLY

DEPOSIT PAID ON _____ CARD LAST 4 _____

AMOUNT \$ _____

BALANCE PAID ON _____

AMOUNT \$ _____

Facility Rules and Regulations

- A Facility Use Application must be completed by every person and/or group requesting the use of Amy's Place Event Center and must be approved by staff before reservation can be done.
- All facilities are alcohol and tobacco free.
- Responsibility for the orderly and proper use of the facility and for any damage that may occur, whether accidental or as a result of negligence, rests with the renting party. Failure to comply will result in loss of future rental privileges along with repair charges.
- The renting party handles all arrangements (set-up, take-down, and room arrangement) Tables must be covered at all times for social events.
- The renting party is responsible for cleanup which includes putting trash in the provided trashcans, cleaning kitchen/counter/table areas, along with cleaning up any spills that may occur. Upon checkout, customers are responsible for placing garbage bags in the onsite dumpster.
- The Event Facility will open 30 minutes prior to the reservation period to give more time for setup. As there may be other events scheduled that day, extending event periods will usually not be an option.
- **Please NO nailing/taping walls/ceiling/doors, Glitter/Confetti are not allowed.**
- **If any damages are observed, please note them or report them to the AP Staff.**

Facility is available for rent:

Mon-Thurs 8am-9pm

Fri-Sun 8am-10pm

I have read and understand the payment policy along with proper treatment of the facility listed but not limited to table/chair/facility damages. Furthermore, I understand that I am responsible for any fees whether they be damages or cleaning that may occur during my use of the facility.

Signature: _____ Date: _____

- ❖ Most importantly, we hope your event goes well and that Amy's Place provides a clean/safe environment for fun, learning, and fellowship.

