



City of Fort Thomas
Community Center Agreement

Rental Agreement Name:			
Rental Agreement Date:			
Completed Packet due back to Recreation Office:			
Renter's Address:			
Type of Event:		Rental Rate:	\$

Finalization appointment must be no later than ONE MONTH prior to event date.

The following required items, must accompany this packet:

Liability Insurance Certificate-Same name and address must be listed as above.

Final Payment-(including linens and Coke products)

Rental Hours	
Decorating Time: (Must be after 10:00am, 2 Hour Minimum)	
Pre-Event Time: (Immediately Prior to Event Time- DJ set up, Caterer, Vendors, etc.)	
Event Time: (Additional Hours must be Requested in Advance)	
Clean Up Time: Must Be At Least 30 Minutes. (Bar must be closed, lights on, and music stopped, for clean up at the end of the event)	
Total Hours: @ \$.00/hour=	\$

Office Use Only	Mail	Hand	Email	Insurance	Linens	Caterer	Paid
-----------------	------	------	-------	-----------	--------	---------	------



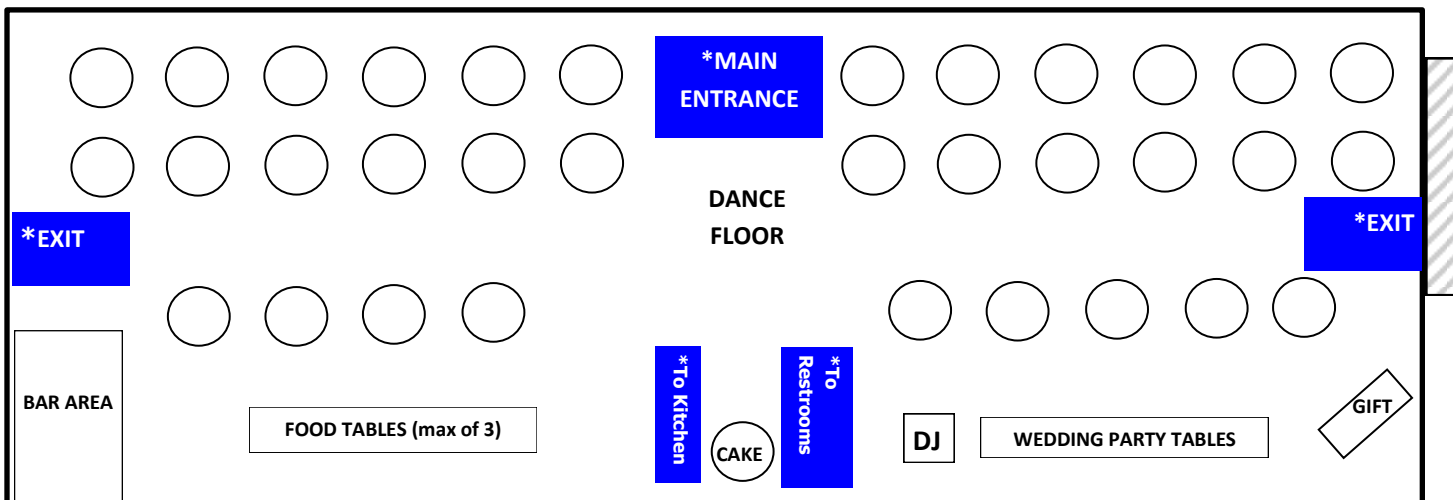
Hall Set-Up and Capacity

Tables: (42 Total)	
5' Diameter Round:	8/9/or 10 chairs at each table.
8' by 30" Rectangle:	8 or 10 chairs at each table.
6' by 30" Rectangle:	6 or 8 chairs at each table. (only 3 available)

Linens (Ivory Only)		Table Breakdown	
90"x90": Square, Lap length for 5' Round Tables	\$6.25 Per Linen	33 Guest Tables	3 Food Tables
120": Round, Floor Length for Round Tables	\$12.50 Per Linen	1 Gift Table	3 Wedding Party Tables
54"x120": Round, Floor Length, Cake Table Only	\$15.00 Per Linen	1 DJ Table	1 Cake Table

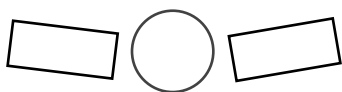
Hall Diagram

Place an "X" over tables that are not needed. Mark each table with amount of chairs needed.



*Blocked out areas must remain clear per Fire Code.

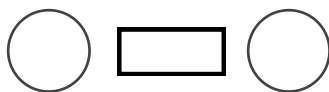
Head Table: Circle your Choice. Mark each table with amount of chairs needed.



Option 1

Max of 16 chairs

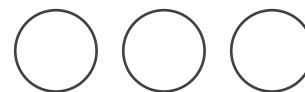
of Chairs _____



Option 2

Max of 24 chairs

of Chairs _____



Option 3

Max of 30 chairs

of Chairs _____

LATTICE (circle one): YES NO

Renter Initial: _____



Catering

*Caterer must arrive within Pre-Event Hours.

*No food prep on-site, with the exception of grilling in outdoor approved areas.

Caterer Contact Name and Phone Number:	
Caterer's Agreement on file with Ft. Thomas Recreation:	
Food Table linens needed:	
Will the guests be served before wedding party:	
What time will Caterer's serve:	

Cake/Dessert

*Cake must arrive with in Decorating Hours, or Pre-Event Hours.

Cake/Dessert Contact Name and Phone Number:	
Cake Arrival Time: (must occur within Decorating time or Pre-Event Time)	
Will you need Lattice behind Cake Table:	

Music

*Arrival/Set-up time must be within Decorating, or Pre-Event Time.

*No fog, smoke, bubble machines are permitted.

DJ/Band Name:	
DJ/Band Contact Name and Phone Number:	
Linens for DJ Table:	



City of Fort Thomas
Community Center Agreement

Bar

- *2 bartenders required.
- *Bartenders MUST be over 21.
- *Bartenders will be required to check ID's.
- *Renter is responsible for Ice.
- *NO GLASS BOTTLES.

Number of Cases of beer:	
Number of Kegs: (Beer bar unit holds (4) half barrels and has 2 taps. Taps are for AMERICAN beer only. Taps cannot be changed.)	
Wine/Champagne: (must be served from bar)	
Mixed Drinks: (must use Coke products from bar, must be served from bar)	

Staff

A member of Fort Thomas Recreation Staff will be at the hall during the times you will be in the Community Center. Recreation Staff is responsible for the Heating/Air Conditioning, Lights, and Restrooms. If you need assistance, contact them.

Heating/ Air Conditioning

Staff will only adjust per renter request. They will not adjust per guest request. We strive to maintain a comfortable temperature for all.

Agreement Changes

Changes to this agreement may only be made TEN DAYS prior to rental date. Due to technical and logistical considerations, changes cannot be guaranteed after this deadline date. A \$50.00 change of contract fee will be deducted from your deposit.

Security Deposit

A security deposit of \$400.00 will be returned to the name and address on the contract 30-45 working days after the event, provided that all payments have cleared, and all rules and regulations of the rental agreement have been fulfilled.

I have read and agree that the above is true and accurate. I understand that changes are subject to approval and additional fees. I understand that in the event that I, the Renter, fail to comply with any of the conditions of the Rental Agreement between myself and the City of Fort Thomas Recreation Department; the security deposit shall be forfeited in full. All parties have read and fully understand the terms of this rental agreement.

Name on Contract: _____ Date: _____

Signature: _____ Date: _____



City of Fort Thomas
Community Center Agreement

Payment Date:	
Payment Amount:	
Check #/Cash:	

Name on Contract:			Event Date:	
Items:		Quantity:	Rate:	Total
Wedding Fee	Only applicable for on-site wedding		\$100.00	\$
Rental Rate <small>10/10/4380</small>	Total hours from contract	#	\$	\$
Coke Products <small>10/10/4382</small>	Total guests from contract	#	\$	\$
Guest Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Wedding Party Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Food Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Cake Table	Linen: \$6.25 Plastic: \$3.00 Floor Linen:\$15.00	#	\$	\$
Gift Table	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Extra Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Extra Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Extra Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Extra Tables	Linen: \$6.25 Plastic: \$3.00	#	\$	\$
Over Time	Per HALF HOUR after mid-night		\$	\$
		Totals	\$	\$

Total Payment must accompany this packet

Office Use Only:

Approved: _____ Date: _____
Recreation Department

Processed: _____ Date: _____
Finance Department



City of Fort Thomas
Community Center Agreement

Rental Hours	
Decorating Time: (Must be after 10:00am, 2 Hour Minimum)	10:00am-12:00pm
Pre-Event Time: (Immediately Prior to Event Time- DJ set up, Caterer, Vendors, etc.)	6:00pm-7:00pm
Event Time: (Additional Hours must be Requested in Advance)	7:00pm-11:30pm
Clean Up Time: Must Be At Least 30 Minutes. (Bar must be closed, lights on, and music stopped, for clean up at the end of the event)	11:30pm-12:00am
Total Hours: 8 Hours @ \$175.00 /hour	\$1,400.00

Check List for Finalization Meeting:

- Completed Finalization Packet
With Final Guest Counts
- Liability Insurance
- Final Payment