



## Jubilee! Community Celebration Center/Hospitality Room Rental Contract

Name of Event: \_\_\_\_\_

Jubilee! Team Sponsored? \_\_\_\_\_ Team Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact person \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Time of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Time building needs to be opened: \_\_\_\_\_ Closed: \_\_\_\_\_

Size of group: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ (If yes, use of a licensed/insured bartender(s) is required and copy of contract must be attached.)

Non-Profit? Yes \_\_\_ No \_\_\_ (If yes, proof of nonprofit status must be attached.)

### Fees:

- ❖ Space rental: \_\_\_\_\_
- ❖ Stage lighting: \_\_\_\_\_
- ❖ Setup: \_\_\_\_\_ (Attach description)
- ❖ Piano relocation: \_\_\_\_\_
- ❖ Sound system: \_\_\_\_\_
- ❖ Other: \_\_\_\_\_
- ❖ Sound engineer: \_\_\_\_\_

Total fee: \_\_\_\_\_

I accept the terms and conditions for use of the Jubilee! Community facility at 46 Wall Street, Asheville, NC. I understand and will abide by Jubilee! Community's Building Use Policies. I understand that my event is not confirmed until payment in full is received.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make check payable to Jubilee! Community Inc. Mail to: 46 Wall Street, Asheville, NC 28801