

PLEASE SEND IN THIS FORM TO RESERVE YOUR EVENT TIME

Please read the rules and regulations below before completing this form.

Send to: JEFFERSON COMMUNITY CIVIC ASSOCIATION PO Box 166, Jefferson, CO 80456

Name of organization: _____

Applicant's name _____

Address _____ City _____ Zip _____

Email: _____ Home Phone _____

Work Phone _____ Alternate Contact _____

Home Phone _____ Work Phone _____

Type of Activity _____

Date(s) requested: _____ Time In: _____

Time Out _____ (Include set up & take down)

Anticipated attendance: _____ Kitchen Needed Y N (If yes, please include \$75.00 with form .
After event \$25.00 is refundable)

I have read and agree with the rules listed. Signature _____

Rules and Regulations *Hall rental includes tables and chairs. Uses include meetings, parties and receptions. *Fee for Hall: 1. \$40.00 minimum charge due with submission of this form. 2. Charge for over 10 people payable within 14 days of the event. Fees are figured at \$60.00 for 11-20 people, \$100 for 21 -70 people, and \$150 for 71+ people *Fee for Kitchen including stove and appliances due with submission of form: \$75.00 which includes a \$25.00 refundable fee for cleanup. (This does not include use of the grill unless it is arranged that a JCCA board member is present.) \$25.00 minimum charge for the schoolhouse.

*This form should be sent ASAP . Check or cash is acceptable. Mail to: JCCA, PO Box 166, Jefferson, Colorado 80456 *All decorations may be attached to walls using blue paint tape and string ONLY. Staples, screws, nails are not permitted. *Applicant and guests shall at all times maintain order in and on the Premises. *Applicant will remove all of its property after each event. *Applicant agrees to dispose of their trash at their own expense. *Applicant agrees to put back all chairs and tables as they were found. (Please remember to NOT drag or push chairs/tables across the floor as this scratches the floor.) *Applicant agrees to clean (sweep or wash if necessary) the floors after each event. The Community Center is to be left in its original condition and vacated at the specified time. If Applicant goes beyond the contracted time, there will be an hourly charge that will be determined by management. Any additional charges levied by management for use or misuse of the facility are final. JCCA shall not be liable for any damage or injury of or to the user, or user's family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and user hereby agrees to indemnify, defend and hold JCCA harmless from any and all claims or assertions of every kind and nature.

PLEASE SEND IN WITH YOUR PAYMENT AFTER YOUR EVENT HAS BEEN HELD – Thank you
PAYMENT VOUCHER

Mail to: Jefferson Community Civic Assoc. PO Box 166, Jefferson, Colorado 80456

NAME _____

DATE USED _____ TOTAL IN ATTENDANCE _____

FIGURE YOUR BALANCE OWED 1 to 10 people - \$40.00 (or \$25.00 for schoolhouse\$ _____

11-20 people - \$60.00 \$ _____ 21-70 people - \$100.00 \$ _____

71+ - \$150.00 _____

Less minimum already paid with reservation\$ (40.00)

Additional amount for donation\$ _____

Total \$ _____

Payment must be received within 14 days of event. Thank you.