

BUILDING COMMUNITY BRIDGES

Facility Venue Rental Agreement & Pricing Packet

Building Bridges. Changing Lives.

"When you rent the BCB Community Event Space, your event helps fund programs serving youth and families in our community."

This agreement establishes the terms, rental rates, responsibilities, and conditions for use of Building Community Bridges (BCB) event and meeting spaces. Completion and approval of this agreement are required to reserve a space.

1. Event & Renter Information

Event Date: _____

Set-Up Time: _____ **Event Start Time:** _____ **Event End Time:** _____

Wrap-Up Time: _____ **Number Attending:** _____

Company/Organization Name: _____

Contact Person: _____

Telephone: _____ **Email:** _____

Alternative Contact (if primary contact is unavailable):

Name: _____

Telephone: _____ **Email:** _____

2. Type of Event

☐ Meeting ☐ Baby Shower ☐ Fundraiser ☐ Workshop ☐ Birthday Party ☐
Wedding/Reception ☐ Formal Dinner ☐ Reunion ☐ Concert/Ticketed Event ☐
Commercial Event ☐ Other: _____

3. Space Requested

☐ Studio ☐ Meeting/Game Room ☐ Salon ☐ Hallway/Front Lobby ☐ Dance Studio
☐ Banquet Hall ☐ Kitchen

Capacity figures are subject to applicable fire, building, safety, seating, and event-layout requirements. Kitchen use is an additional charge unless specifically included in a written package.

4. BCB Venue Rental Rates

Rental Type	Monday-Thursday	Friday-Sunday
Community/Nonprofit Meeting	\$75/hour	\$100/hour
Private Party / Baby Shower / Reunion	\$100/hour	\$125/hour
Wedding / Reception / Formal Dinner	\$125/hour	\$150/hour
Concert / Ticketed / Commercial Event	\$150/hour	\$175/hour
4-Hour Private-Event Package	\$400	\$500
6-Hour Event Package	\$550	\$700
8-Hour Event Package	\$700	\$900
Kitchen Add-On	\$100 –\$150	\$150 –\$200

Weekend Minimum: A four-hour minimum rental is required for Friday evening and Saturday events. All reserved time, including decorating, vendor access, set-up, event time, cleanup, and breakdown, must fall within the contracted rental period unless otherwise approved in writing.

Rate Approval: BCB may approve a flat fee, partner rate, community rate, or other special arrangement. Any discounted, waived, or special rate must be approved in writing by the BCB CEO or authorized Event Coordinator.

5. Rental Selection & Payment

Select one: ☐ Hourly Fee ☐ 4-Hour Package ☐ 6-Hour Package ☐ 8-Hour Package ☐ Flat/Special Rate

Approved Rental Fee: \$ _____

Kitchen/Add-On Fee: \$ _____

Other Approved Charges: \$ _____

Total Rental Amount Due: \$ _____

Payment Due Date: _____

Form of Payment: ☐ Cash ☐ Cash App ☐ Check ☐ Other: _____

Receipt Number: _____

Unless otherwise stated in writing, all rental fees must be paid according to the due date listed in this agreement. Failure to make required payment may result in cancellation of the reservation.

6. Equipment & Set-Up

Tables Needed: Square _____ Round/Circle _____ Other _____ Chairs Needed: _____

Audio/Visual: ☐ Microphone ☐ Projector ☐ Projector Screen ☐ HDMI Cord ☐ Television
☐ Lighting ☐ Stereo/PA ☐ Staff Support

If BCB is requested to arrange tables, chairs, or equipment, the renter must provide a set-up diagram to the Event Coordinator no later than seven (7) days before the event. Availability of equipment is not guaranteed unless confirmed by BCB.

7. Security/Damage Deposit

a **\$250 refundable security/damage deposit** for normal events and **\$500 for weddings, concerts, dances and large parties**. Require 50% of the rental charge to reserve the date, with the remaining balance due 14 days before the event.

Deposit Amount: \$ _____

Deposit Due Date: _____

Paid Via: ☐ Cash ☐ Cash App ☐ Check ☐ Other: _____ Receipt #: _____

☐ Deposit Waived - BCB CEO Approval: _____ Date: _____

The deposit is refundable after the event, provided there is no damage or missing property; the rented space and applicable outside areas are clean and free of trash; trash is placed in the designated location; tables and chairs are returned as directed; lights are turned off; doors are secured as instructed; and all required permits and event conditions have been satisfied. BCB may deduct documented costs for damage, missing property, excessive cleaning, overtime, or other renter-caused expenses.

8. Renter Responsibilities & Event Rules

The renter is responsible for the conduct of guests, vendors, performers, caterers, and other persons connected with the event.

The renter must obtain any permits, licenses, approvals, insurance, or security required for the event.

No activity may exceed the approved attendance, reserved areas, or contracted rental period.

Decorations, equipment, food service, entertainment, and other special arrangements must comply with BCB requirements and applicable law.

The renter is responsible for leaving the venue in the condition in which it was received, ordinary wear excepted.

Any overtime or additional use must be approved by BCB and may result in additional charges.

9. Cancellations, Changes & Late Payments

Changes or cancellations must be submitted to BCB at least seven (7) days before the event. If the renter cancels and does not select an approved alternate date, the deposit may be forfeited. If BCB cancels the event and an alternate date cannot be agreed upon, amounts paid for the canceled reservation will be refunded as applicable. Any exception must be approved in writing.

A 25% late fee may be added when payment is not received by the deadline established in this agreement.

10. Additional Amenities & Services

Event planning, catering, photography, DJ/entertainment services, audio/visual support, additional staffing, special set-up, and other services may be available for an additional charge. Availability and pricing must be confirmed with the BCB Event Coordinator and documented separately.

11. Final Approval

Payment Requirement: ☐ Payment Required ☐ Payment Waived/Sponsored

If waived, BCB CEO Approval: _____

12. Acknowledgment & Signatures

By signing below, the renter acknowledges receipt of the Building Community Bridges Facility Venue Rental Agreement and Pricing Packet, understands its terms and conditions, and accepts responsibility for complying with the obligations described in this agreement.

Renter Signature: _____ Date: _____

Printed Name: _____

BCB Representative: _____ Date: _____