**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Start Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Type of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Price/Hour -** Member: $55 \_\_\_\_\_ Nonmember: $65 \_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***---------------------------------------------------------------------------------------------------***

 **Room(s) Needed:** Auditorium Gym/Lobby Library

**Number of tables / chairs needed:** Round \_\_\_\_\_\_\_ Banquet \_\_\_\_\_\_\_ Chairs \_\_\_\_\_\_\_

*>>> Tablecloths* ***must*** *be used to cover tables. Round tables are used for seating (8 around a table).*

**Coffee/Hot Tea Set-Up:** (*Additional $10*) Yes No **Number of Cups:** \_\_\_\_\_\_

 ***---------------------------------------------------------------------------------------------------***

***Additional requests and special instructions:***

***---------------------------------------------------------------------------------------------------***

**Total Amount Due:** \_\_\_\_\_\_\_\_\_\_\_ **Date Paid:** \_\_\_\_\_\_\_\_\_\_\_ **Cash/Check/CC:** \_\_\_\_\_\_\_\_\_\_\_

*\*\*\**An additional $65 setup and breakdown fee will be applied to thetotal cost – This allows clients to come in ½ hour before the start time (decorations, etc.) and ½ after the end time to clean up**.

Note:** Payment in **FULL** is required to secure your event.
\*\*A $100 CASH security deposit (in addition to payment of the facility) will be required at the booking of the event – this will be REFUNDED if determined the renter has left the rented premises in the same condition it was in prior to the rental.

**\*Refunds will be at the discretion of the Executive Director.**

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**Notes:**

* *No food is allowed in the gym; the lobby will be available for your dining needs.*
* *You will have to supply your own refreshments and paper products.*
* *Due to the kitchen being a certified Kosher Kitchen it will be* ***unavailable*** *during events.*
* **Absolutely NO pork or shellfish allowed in the building!!**

**Exclusive Bounce House Provider:** Utica Inflatables **Owner**: Steve Strife

**Phone:** (315) 735-1570 / (315) 725-3827

*\*\*Bounce House height cannot exceed 14’ in auditorium*

***SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******For any questions regarding set-up, please e-mail Lindsay at lindsay@jccutica.net***