



Where Acting Your Age Is Optional

### APPLICATION FOR RENTAL

Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Total Hours Room will be in use including Set-Up & Reset: \_\_\_\_\_ Total Number of Guests \_\_\_\_\_

Catered? \_\_\_\_\_ If yes, Company Name: \_\_\_\_\_

Catering Company Contact Information: \_\_\_\_\_

#### **FOOD AND BEVERAGE:**

1. The Social of Greenwood will not provide any food, beverage or ice.
2. Home-prepared food and beverages are allowed; they must be served in the kitchen and may be consumed in the café or large meeting room.
3. Kitchen use is included in Formal Events, Parties and Showers rental agreements, but not for business meetings.
4. The Social of Greenwood will not provide dishes, flatware, serving ware etc.
5. Refrigerator/freezer space is available but not guaranteed.
6. Use of alcoholic beverages is restricted to beer and wine only. Renters must obtain and attach a copy of host liquor liability policy in the amount of 2 million dollars to this rental application if alcohol is served. Renters assume all liability for the responsible provision and service of all alcoholic beverages.



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**ROOM SET-UP/RESET:**

1. Chairs and tables must be wiped down and returned to their original configuration.
2. The Social of Greenwood does not provide any media equipment, computers etc. Wi-Fi is available.

**GENERAL USE RULES:**

1. Please close doors during meetings/events when in use during normal operations hours of The Social of Greenwood.
2. Kitchen use is for serving food and beverages only, not break-out meetings.
3. Restrooms are available to guests.
4. At least one parent, legal guardian, or authorized adult must accompany every three children under the age of 15 years.
5. Inbound calls to renters are not permissible.
6. Long distance outbound calls are not permissible.
7. Renters will not be allowed in the building unattended. An attendee must be present at all times during use of the building.
8. Groups may not state or imply that an event or meeting is endorsed or sponsored by The Social of Greenwood.
9. Deposits will not be refunded if damage occurs to the building or its premises during the renter's use of the building.
10. Maximum occupancy of building is 200.
11. The Social of Greenwood members receive a 10% discount on room rental rates.

**On behalf of the above-named organization, I hereby agree to abide by the attached Room Use Policies of The Social of Greenwood and the guidelines for use of The Social of Greenwood rooms. The organization I represent accepts all responsibility for conducting our activities and behavior in a manner which is respectful to The Social of Greenwood, tenants and neighboring businesses. We understand that The Social of Greenwood and its employees or volunteers are to be held harmless of any liability associated with a meeting or event. The renter assumes liability for the cost of repairs to any damage occurred to The Social of Greenwood and its premises during the rental process.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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**SCHEDULING GUIDELINES:**

1. All users must sign a Hold Harmless/Waiver of Liability that covers damage/replacement, rules, catering, and set-up.
2. All fees must be paid in full in advance; members may be invoiced on request.
3. The Social of Greenwood members will be given priority in booking space.
4. Members may not rent the facility on behalf of another group, business, organization or individual.
5. Cancellations require 72 hour notice; a cancellation fee equal to one hour will be charged if proper notice is not given.
6. The Social of Greenwood reserves the right to respectfully refuse room rental requests.
7. All users must abide by local city and state ordinances.

**ROOM RATES**

**Payment can be made to by check (payable to The Social of Greenwood). Credit cards are accepted; please contact The Social of Greenwood for processing.**

<b>Type</b>	<b>Fee</b>	<b>Accommodations</b>
<b><u>(Business) Meetings</u></b>	<b>\$75/2 hours \$150/day</b>	<b>Does not include use of kitchen</b>
<b><u>Parties/Showers</u></b>	<b>\$150/2 hours \$35 each additional hour *\$100 refundable deposit required</b>	<b>Full use of facility/kitchen</b>
<b><u>Formal Event</u></b>	<b>\$400/4 hours \$75 each additional hour *\$100 refundable deposit required</b>	<b>Full use of facility/kitchen Set up Friday night for Saturday event available on restricted time from of 5pm to 7pm</b>