

RENTAL APPLICATION, AGREEMENT AND CONTRACT
BALLROOM DANCE CHARLESTON, SC, USA DANCE CHAPTER 6021
 2408 Ashley River Road, Charleston, SC 29414

Event Date: _____ Event Name/Type: _____
 Contact Person: _____
 E-Mail: _____ Phone: _____
 Address: _____

Event Time: _____ Total Hours (including set-up and clean-up): _____
 Expected Number of Attendees: _____
 Liability Insurance Company: _____
 (copy attached)

RENTAL FEE:

Fees for all functions are to be paid in advance together with a copy of proof of liability insurance. A check for \$100 made out to BDC for cleaning/damage deposit is required and will be returned if the facility is left clean, orderly, and without damage.

\$_____ per hour plus \$100 Refundable Deposit - _____
 Set-up and clean-up time is charged at the same rate for all occasions.

SITE DECORATIONS:

Site decorations are permitted, however, every effort should be made to prevent damage to the floor, walls, mirrors, and windows. No nails, screws, staples, or penetrating items can be used. Any tape or gummed backing materials must be property removed. Any damage will be deducted from the deposit. Please remove after your event.

NOTES:

- 1) Heating and Cooling: If the temperature is not comfortable, contact Todd, Connie, or Michele. The phone numbers are beside the thermostat.
- 2) Use your own supplies for cups, drinks, plates, napkins, snacks, sodas, etc.
- 3) Sweep the floor, clean the kitchen, bathrooms, tables. Empty the trash.
- 4) Check that all entrance doors are locked with the alarm set and all lights are turned off when leaving. All switches are at the right door entrance.

By signing below you agree to the terms of this agreement and to hold BDC non-liaible.

Signature: _____
 Name: _____

BDC Board Approval _____
 President _____ Date _____