

DATE (S) REQUESTED: _____ DAY(S) OF WEEK: _____

TEACHER'S COTTAGE APPLICATION

CONTACT INFO

NAME OF ORGANIZATION OR GROUP: _____
CONTACT: _____ PHONE: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ EMAIL: _____

EVENT INFO

EVENT TYPE: _____ EVENT TIME: _____
TIME BUILDING OPENED: _____ TIME BUILDING CLOSED: _____
OF PEOPLE ATTENDING: _____ **MAX OF 50 PEOPLE ALLOWED PER FIRE CODE**
Decorating & Setup the day before is based on availability. If available, there is a fee of \$25 for 2 hours
Decorating Date: _____
Will alcohol be served/sold during your event? Yes No
(If yes, a separate application must be submitted for approval and \$25 fee must be paid prior to the event date)

RENTAL FEES

\$55 for 4 hours of use. After 4 hours each additional hour will be \$15 (*Effective July 1,2016)

Additional Hours:	PAID STAMP
Alcohol/Decorating Fee:	
Total Due: _____ 20% Deposit: _____ Balance Due/Date: _____	

CANCELLATION POLICY

20% Deposit is due to secure day of rental and is **NON-REFUNDABLE** under any circumstances.
Full amount is **NON-REFUNDABLE** after 1 week prior to event

The Town of Valdese and the Old Rock School reserve the right to cancel and to void this contract if the deposit is not paid by the proper time. All users of the Rock School Auditorium are subject to the rules set by the Community Affairs Department and the Town of Valdese.

****IF ALARM SOUNDS PLEASE EVACUATE THE BUILDING IMMEDIATELY****

By signing below the applicant agrees to all guidelines listed in the Old Rock School Usage Policy & agrees to abide by the details of this contract: _____

DATE OF CONTRACT: _____ TAKEN BY: _____