



BALLROOM RENTAL AGREEMENT

Contact Information:

Name: _____ Phone: _____

Address: _____

Email Address: _____

Date of Event: _____ Time of Event: _____

Type of Event: _____

Fees:

Member	\$100.00	\$ _____
Non-Member	\$150.00	\$ _____
Civic Organizations w/o MGCC Member.....	\$100.00	\$ _____
Clean up Fee	\$50.00	\$ _____
Bartender Fee	\$75.00	\$ _____
TOTAL		\$ _____

Terms & Regulations:

*Members may rent the ballroom for use by themselves, for immediate family members, or for use by their business or other purpose, but the member must be present at all times during the event. The member shall be held accountable for any and all damages incurred during the rental and will be automatically billed for all costs to correct the damages

*Non-members may rent the ballroom. The renter must be present at all times during the event.

*Renter must pay one-half of rental cost as a deposit at least thirty (30) days in advance of the event. Final payment is due on the day of event, no exceptions.

*Cancellations must be made at least seven (7) days prior to the scheduled event. If cancellation is not made within that time frame, renter will be penalized the cost of the deposit.

*If non-member, the renter shall be held accountable for any and all damages incurred during the rental and will be billed for all costs to correct the damages.

*Civic Organizations from the Milan Community may rent the ballroom for brief meetings during business hours at no cost, provided a MGCC member is a part of the civic organization. If the Civic Organization does not have a MGCC member, the fee for the rental will be \$100.00.

*Renter may **NOT** use the ballroom for any type of commerce that might result in a monetary benefit to the renter.

*Renter may **NOT** supply his or her own beer, wine, or liquor for consumption. All beer, wine, and liquor must be purchased from MGCC at regular bar prices.

*Rental includes ballroom and bathrooms. Persons from private parties are not allowed in bar area unless they are with a member.

By signing this Ballroom Rental Agreement, I agree to all of the terms and regulations stated within this Agreement.

Renter

Date

Representative of MGCC

Date

****BALLROOM MUST BE SWEEPED, GARBAGE TAKEN OUT, AND TABLES AND CHAIRS PUT BACK IN CONDITION THEY WERE AT THE BEGINNING OF THE EVENT.**