

The Centre on Main
 1-270-259-5587
 Fax 1-270-230-0615
 centreonmain@hotmail.com
 425 South Main Street
 Leitchfield, KY 42754

Room	Date

Name or Business _____ Email _____

Contact Person _____ Telephone # _____

Address _____

Type of Event _____ Date & Time _____ Time of Event _____
 (Include total time for setup and teardown)

Approximate No. of People _____

Are you a member of Grayson County Chamber of Commerce? _____

(Chamber Members & Centre Partners receive a 25% discount on business related services)

Room Rental Options

*(Hours must include renter's setup/decorating/cleanup time in addition to actual event.) **No nails, screws, tacks, staples or tape may be used on any part of the Centre (including no tape on the floor.) If any of these items are used, the refundable damage deposit will be forfeited.***

_____ **ENTIRE CENTRE** (Requires \$200.00 Deposit)
 Entire area is approximately 4700 square feet and will seat 200+ people.
 _____ 4 hours \$175.00 _____ 4+ hours \$325.00

_____ **ONE ROOM OF CENTRE** (Requires \$100.00 Deposit)
 The centre can be divided into two rooms.

_____ A--Full Kitchen (stove, refrigerator, microwave, sink, island) _____ 4 hours \$125.00	_____ B--Kitchenette (refrigerator, microwave, sink, small serving area) _____ 4+ hours \$150.00
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_____ **CONFERENCE ROOM** (Requires \$50.00 Deposit)
 The conference room is available Monday-Friday from 9:00 am- 4:00 pm. After-hour meetings will be an additional \$20.00 per hour. The conference room will seat 10-15 individuals.
 _____ 3 hours \$50.00 _____ 3+ hours \$75.00

All prices are subject to change without notice.

Statement of Intent: The person responsible for the group has read the Centre guidelines and reservation information. I agree to pay fees and deposits and realize that if the Centre is not left in the same condition as when rented and building keys not returned, I will forfeit any deposits.

Signature: _____ Date: _____

OFFICE USE ONLY

DEPOSIT	Amount/Ck#/Cash	RENT	Amount/Ck#/Cash	OTHER	Amount/Ck#/Cash
<u>Date</u>	\$ Ck# cash	<u>Date</u>	\$ Ck# cash	<u>Date</u>	\$ Ck# cash

Balance/Refund	\$	Invoice #
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POSTED

DEPOSIT	Amount/Ck#/Cash	RENT	Amount/Ck#/Cash	OTHER	Amount/Ck#/Cash
<u>Date</u>	\$ Ck# cash	<u>Date</u>	\$ Ck# cash	<u>Date</u>	\$ Ck# cash

Key _____	Date Picked Up _____	Returned _____

CENTRE RULES FOR USAGE

A refundable damage deposit will be required for each area rented.

The **damage deposit is due at the time of scheduling**. All other fees are due **seven (7)** days prior to use of the facilities or deposit will be kept. The deposit will be returned in **five (5)** working days provided that: a) inspection of the facilities shows everything to be in the condition it was rented and with no damages **and:** b) building keys have been returned to The Centre.

In the event of a cancellation, a full deposit will be returned if cancelled at **least 30 days before** the scheduled event. If cancelled at **least 14 days** before the scheduled event **one half (1/2)** of the deposit will be returned.

The Centre will not be responsible for any property of any group left in or around the premises. You as a renter are solely responsible.

NO NAILS, SCREWS, TACKS, STAPLES OR TAPE MAY BE USED ON ANY PART OF THE CENTRE (INCLUDING NO TAPE ON THE FLOOR.) IF ANY OF THESE ITEMS ARE USED, THE REFUNDABLE DAMAGE DEPOSIT WILL BE FORFEITED.

Only no-drip candles are to be used and/or placed on a wax-catching object.

The Centre has the right to rent or use other parts of the building during a rental. All privacy of groups must be respected.

No property inside or outside the building will be moved or rearranged without permission. **No sporting events to be held in Centre.**

The Centre will make every good faith effort to provide the requested setup. However, on **WEEKENDS**, consecutive and/or simultaneous events that are held within the building, the renter will be responsible for setup and/or teardown of their event contingent upon the overall use of the building.

The Centre should be cleaned appropriately, with trash being taken to the dumpster and floor swept. Any trash left outside by renter's party must also be placed in dumpster. A post-event checklist is on the refrigerator in the full kitchen and on the refrigerator on the kitchenette side. (Please make sure to check this list before locking up the Centre.)

Any damage, soiling or defacement sustained by the building during the use of the renter should be repaired, cleaned, and/or restored at the sole expense of the renter. The damage deposit shall be applied against the cost of any such repairs, cleaning and/or restoration.

Renters have the option to post a message on the sign outside for two days prior to their event. If a renter chooses to post a message for more than two days within the 14 day limit, there will be an additional charge of \$25 per day.

The undersigned agrees to indemnify and hold harmless the Grayson County Chamber of Commerce, Grayson County Tourism Commission, Grayson County/Leitchfield Industrial Foundation, The City of Leitchfield Tourism and Convention Commission, and City of Leitchfield and their agents and employees from and against all claims, damages, losses and expenses of any nature or description arising out of the sue of the premises by any person whatsoever.

Name: _____ Date: _____

G. C. Chamber of Commerce/Tourism Commission/Industrial Development Corporation/City of Leitchfield

EVENT: _____ CIRCLE ONE: 4HOURS 4+HOURS _____

DATE: _____ TIME OF EVENT: _____

of People _____

of Chairs at Tables _____

of Rounds (seats 6-8) _____

(30 Rounds, 20 5-6 ft tables, 240 chairs)

of Longs (seats 6) _____

Lattice (\$25) 6 pieces _____

Sound System _____

Podium _____

Stage (\$25)
(black skirting available
for a \$10.00 fee) _____

Projector _____

Tablecloths _____
(white plastic \$3.50 per table)

Coffee (\$2 a filter pack) _____
(one pack makes one pot)

Marquee (custom message on sign for two days): _____

With Photo: _____

Special Arrangements/Comments: _____

When will you pick up the key (Monday – Friday 9 a.m. to 4 p.m.)? _____

What time will you start setup? _____

Draw preferred layout below:

