

Christ Church
PO Box 1246
New Bern, NC 28563
252-633-2109

Key # _____

Covid - 19 mandates will apply until NC removes all restrictions.

Harrison Center Reservation

(Please call Ellie Roberts at 252-633-2109 ext. 135 to confirm that your date is available before completing this form.)

Event Title: _____ Contact Name _____

Email: _____ Phone: _____

Contact Address: _____

Church Event: Yes No Outside Group Outreach Ministry Recurring meeting
 Mo Bi Mo Annual

Section A: Calendar Request

Date(s): _____ Start Time(s) _____ End Time(s) _____

Note: Start and end times are those times you will actually need access to the space(s), not necessarily the times of the event.

Name of Group _____ Expected Attendance # _____ (185 person maximum)

Will you need the use of audio/visual(A/V) equipment? Yes No If yes, please fill out the form Audio/Visual Equipment Needs.

Note: Please see the list of available A/V equipment in Terms of Use of the Audio/Visual Equipment. Note: If A/V equipment is needed the presence of a technician is required.

Will you need the use of the kitchen? Yes No Kitchen must be left in manner that it was found.

Will alcoholic beverages be served? Yes No

If alcoholic beverages are to be served, you must read and sign the *Policy on Service of Alcoholic Beverages*
Proof of "Host Liquor Liability" insurance is required 10 days prior to the event.

Section C: Donations

A deposit of _____ is charged to hold your date and room set up and breakdown. This deposit will be subtracted from your final bill which is **due in full 7 days prior to event.** A deposit of _____ will be charged for cleaning.

An additional charge for the required building monitor will be charged at \$25.00 per hour for every hour you occupy the building.
Building monitor hrs _____ x \$25.00/hr = _____

Additional charges may be incurred if the space is not vacated at the time stated or if the facility condition is such that additional monies are spent to return the center back to a usable state. Not responsible for loss or stolen items. Group rents the facility at their own risk. Christ Church is not responsible for injuries incurred during event due to negligence on the part of the group. **No glitter, rice or fog machines. Nothing to be attached to the walls. This is a condo building and people live above rented space, noise must be kept at a reasonable level.** There is no parking available behind the building Group will empty trash and dispose of it per instructions. **Linens are not included.**

Rental \$ _____

Building Monitor \$ _____

Cleaning Deposit \$ _____

Kitchen Fees \$ _____

Total Donation for this event \$ _____

Deposit Paid \$ _____ Amount Cash, Check, Credit

Date _____

Balance Due \$ _____ 7 days prior to event

Payment \$ _____ Amount Cash, Check(# _____)

Date _____

Signature _____

Date _____

By signing this agreement you agree to abide by the Harrison Center Use Policy provided to you on this date.

This agreement may be terminated at any time if any member of the party is in violation of the terms of the agreement. You may be asked to vacate the premises and your deposit as well as any fees paid will be forfeited for non-compliance.