THE JUNIOR LEAGUE OF BEAUMONT
RENTAL REQUEST FORM
PLEASE FILL OUT COMPLETELY

MEETING DATE REQUESTED_____MEETING TIME_____

NAME_____Phone_____JLB MEMBER: YES NO

ORGANIZATION_____NON-PROFIT: YES NO

ADDRESS_____Cell Phone_____

TYPE OF FUNCTION_____USING KITCHEN: YES NO

NO. OF PEOPLE EXPECTED_____LEAGUE SPONSOR_____

DECLARATION OF RESPONSIBILITY

I _____agree to be responsible for the proper care, clean up and maintenance of the facilities used at The Junior League of Beaumont Headquarters by our group or organization. I am aware of all the rules of the rental agreement, and I understand that I am responsible for supplying all items needed for my event and clean-up is the responsibility of the renter/organization. Front room, kitchen and bathrooms must be cleaned along with the tables and chairs returned where they were found. Vacuum and cleaning materials are provided for convenience. If you set off the alarm you MUST call Cathy Spidle (409-728-0105) ASAP so the police call-out can be cancelled.

_____ _____
Signature of Renter League Member Sponsor

FOR OFFICE USE ONLY

Rental / Deposit Fees: Member $100.00 (4 hours) $20.00 per additional hour (no deposit needed)
***Non-Profit** $100.00 (4 hours) $20.00 per additional hour (deposit of $100.00)
***Community Member** $200.00 (4 hours) $20.00 per additional hour (deposit of $100.00)
*Additional *Set-up time fee $10.00 per hour*

CHECK NO. (Deposit)_____AMOUNT _____REC. BY_____

CHECK NO. (Rental)_____AMOUNT _____REC. BY_____

REFUND CHECK ISSUED_____INSPECTION COMPLETE_____

- Deposit must be paid in full to reserve the facilities
- Members payment must be paid in full two week prior to rental date