



ROOM/BUILDING RENTAL REQUEST

Date of Request:	Event Type:
Event Date(s)/Begin and End Time(s):	
Requested By:	Telephone Number:
E-Mail Address:	
Meal Catering Needed: Yes / No	
Alcohol Catering Needed: Yes / No	
Will alcohol be allowed to be brought into event? Yes / No	

Would you like to be added to our list serve to receive CCBC news/updates? YES NO

Room(s)/Building Requested (Select all that apply):

- Building (\$400)** **Dining Room and Kitchen (rented together) (\$200)**
 Gymnasium (\$175) **Recreation Room (\$100)**

Event Set Up Date/Time: _____

After-event Inspection Date/Time: _____

CCBC Material & Equipment Requested for Event:

- | | | |
|---|---|--|
| Ladder _____ | Popcorn Machine _____
(renter provides own supplies) | Cotton Candy Machine _____
(renter provides own supplies) |
| Table(s) _____
Quantity (up to 18) _____ | Folding Chair(s) _____
Quantity (up to 144) _____ | Catering Steamer(s) (\$50 deposit) _____
Large _____ and/or Small _____ |
| Industrial Grill (\$50 deposit) _____
(renter provides own supplies) | Catering Fryer (\$50 deposit) _____
(renter provides own supplies) | |

Security deposit(s) of \$200/dining room and kitchen; \$175/gymnasium; \$100/recreation room; or \$400/building must be paid at the time of scheduling your event. This deposit guarantees your event date(s). The deposit will be returned, no l three (3) business days after a full inspection of the building has been conducted for damages and clean up.

CCBC Use Only: Deposit Paid: Yes / No Date Paid: _____

Return Request:
ccbcboonville@gmail.com or PO Box 203, Boonville, MO 65233