



<b>Key</b>
Key# _____
Date _____

# Brighton Community Center Application

Application Date: \_\_\_\_\_ Requested Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

# of Participants \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Reservation Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Will food be served? Yes No

The Undersigned, for himself/herself and on behalf of the above named group, does hereby agree to protect, indemnify, save and keep harmless, City of Brighton/Community Center and from any and all loss, cost, damage or expense, arising from any accident or other occurrence on or about said premises during use as identified above. I do hereby certify, in representation of the above named group, I have received a copy of the rules and regulations governing use of City of Brighton property and that I have read and will observe all regulations of the Brighton Community Center.

**RENTAL RULES:** No Alcohol; No Smoking; No Glitter/Confetti; Do not leave decorations or tape on the walls; Return chairs and tables as per attached diagram; Garbage bags must be tied and placed in the dumpster outside of building; Proof of Insurance may be required, based on the nature of the activity; Cancellation Policy-30 days prior to the event, less 15% administrative fee.

I understand that failure to follow the rules and regulations and/or if damage is found on the premises after the rental I will be charged the security deposit rate of \$100.00 without notice by Credit Card Charge, or by deposit of the security deposit check.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

Make Checks Payable to: **BCE** and mail this application to: **850 Spencer Rd, Brighton, MI 48116**  
For more information or for available please call Juanita at 810-299-4138.

The security deposit & rental payment must be paid upon pick up of the key by Thursday week of the reservation.

<b>Office Use Only</b>					
<b>Rental Payment Enclosed</b>	\$ _____	<b>Date:</b> _____	<b>Check #</b> _____	<b>CC#</b> _____	<b>Cash</b> _____
<b>Security Deposit Enclosed</b>	<b>Yes</b> _____	<b>No</b> _____	<b>Cash / Credit / Check #</b> _____	<b>EMP</b> _____	

Enclosed is the rental fee of \$ \_\_\_\_\_ for \_\_\_\_\_

I, the undersigned, authorize the BCE to charge my VISA MC for the entire rental fee. INT: \_\_\_\_\_

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Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ CVV Code: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_