

**THE JUNIOR LEAGUE OF BEAUMONT
RENTAL REQUEST FORM
PLEASE FILL OUR COMPLETELY**

MEETING DATE REQUESTED _____ MEETING TIME _____

NAME _____ Phone _____ JLB MEMBER: YES NO

ORGANIZATION _____ NON-PROFIT: YES NO

ADDRESS _____ 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 my convenience.

Signature of Renter

League Member Sponsor

FOR OFFICE USE ONLY

Rental / Deposit Fees: Member \$50.00 (4 hours) \$20.00 per additional hour (no deposit needed)

***Non-Profit** \$50.00 (4 hours) \$20.00 per additional hour (deposit of \$100.00)

***Community Member** \$150.00 (4 hours) \$20.00 per additional hour (deposit of \$100.00)

**Kitchen available for \$50.00 fee *Set-up 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