

# Birthday Party Rental

THE **Cornwell Center** at MYERS PARK BAPTIST CHURCH  
2001 Selwyn Avenue, Charlotte, NC 28207 [www.cornwellcenter.org](http://www.cornwellcenter.org)



<u>Facility Requested</u>	<u>Capacity</u>	<u>Rate</u>
Birthday Party Package	25	Cornwell Members \$125 for two hours (includes half gym, commons area) Non-Members \$150 for two hours (includes half gym, commons area)
	25+ staff	Cornwell Members \$150 for two hours (includes half gym, commons area) Non-Cornwell Members \$175 for two hours (includes half gym, common area)

## Event Information

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Day (s): \_\_\_\_\_  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_ # Weeks: \_\_\_\_\_  
Description of event: \_\_\_\_\_  
Number or attendees: \_\_\_\_\_ Food/drink served: \_\_\_\_\_ Catering Requested: \_\_\_\_\_  
Special needs: \_\_\_\_\_

## Organization

Company/Group Name \_\_\_\_\_  
Address \_\_\_\_\_ Suite #: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Web site \_\_\_\_\_ Email: \_\_\_\_\_

## Customer/Authorized Agent

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ Apartment #: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone ( ) \_\_\_\_\_ Work phone ( ) \_\_\_\_\_  
Gender \_\_\_\_\_ Cell \_\_\_\_\_ Email: \_\_\_\_\_

## Disclosures

- Refunds must be requested 2 weeks prior to the start of an event, or event deposits will be forfeited.
- 50% deposit is required **upon approval**. Balance is due prior to start of event.
- Reservation will not be honored without full payment.
- To hire additional Cornwell staff for activity coordination, a \$25/ hour fee will apply
- Food and beverage are not allowed without prior approval.
- Rentals are responsible for all damaged equipment and will be required to replace items damaged.
- Parties are allowed to set-up 30 minutes prior to start of reservation time.
- A \$25 fee will be charged if more time is needed (One hour Max).
- Parties are responsible for clean up or will be billed \$25 for failure to clean up. **(Clean up procedures: Removal of all party supplies, cleaning off table and chairs and sweeping the floor.)**

*For office use only.*

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Entered in RW: \_\_\_\_\_ Permit Issued: \_\_\_\_\_