

# Facility Rental Request

## Cornwell Center at Myers Park Baptist Church

2001 Selwyn Avenue

Charlotte, NC 28207

<u>Facility Requested</u>	<u>Capacity</u>	<u>Rate</u>
____ Lounge	35	\$35 first hour, \$20 each additional hour
____ Conference Center	55	\$50 first hour, \$35 each additional hour, \$100 AV set up/administration fee
____ Learning Center	15	\$65 first hour, \$50 each additional hour \$100 AV set up/administration fee, \$50 use of color laser fee
____ Group Exercise	25	\$35 first hour, \$20 each additional hour
____ Full Gym	400	\$100 first hour, \$75 each additional
____ Half Gym	200	\$30 per hour (athletic events only)
____ Studio	16	\$45 first hour, \$20 each additional hour (can not fire kiln)

### 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

- Minimum of 2 weeks notice is required for all requests.
- 50% deposit is required upon approval. Balance is due prior to start of event.
- Reservation will not be honored without full payment.
- Half gym rental is not available for non-athletic events.
- Food and beverage is not allowed without prior approval.
- Additional fees will apply if catering is provided by MPBC.
- Additional fees may apply for set up, clean up, or special needs.
- 25% discount available to members and non-profit organizations for approved events. Birthday parties not eligible for discount.
- Rentals are responsible for all damaged equipment and will be required to replace items damaged.

*For office use only.*

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