



2701 Brunswick Forest Pkwy,  
Leland, NC 28451  
910.342.2215

## **Leland Room Rental Agreement**

### **Facility Rental**

The Facility Rental fee is for the use of the Fitness & Wellness Center on the day of your event. The Facility Rental Fee varies based on whether the event is Private or Resident Sponsored for the community of Brunswick Forest. The fees also vary depending on the space and time required for your event.

### **Private Event**

*Staff will setup/breakdown tables & chairs*

\$250.00 Leland Room Rental – within hours of operation (5:30am-9:00pm) (7:00am-9:00pm)

\$500.00 Leland Room Rental – exceeds hours of operation (past closing time – 9:00pm)

### **Resident Sponsored Event/Activity**

*Users are responsible for setup/breakdown of tables & chairs*

\$100.00 Leland Room Rental – within hours of operation (5:30am-9:00pm) (7:00am-9:00pm)

\$250.00 Leland Room Rental – exceeds hours of operation (past closing time – 9:00pm)

### **Resident Sponsored Event/Activity (within same month)**

*Users are responsible for setup/breakdown of tables & chairs*

\$0.00 Leland Room Reservation – within hours of operation

*Reservations are limited to booking in advance – may request a date & time on the 1st of the month prior. **Example:** Request for date(s) in March 2031 (no earlier than February 1st, 2031)*

Included in Leland Room Rental, If Needed:

- 6ft Round Tables (11 available)
- 6ft Rectangular Tables (10 available)
- White Chairs (100 available)
- Garbage Cans (2 available)
- Floor Lamps (10 available)
- Removal of Fitness Equipment

### **Event Guidelines**

- Immediately following the end of time for the scheduled event, the event space must be presented as it was prior to the event.
- All décor, food, trash, etc. must be removed to the facility waste location at the end time of the scheduled event.
- Additional cleaning supplies are not included (outside of garbage cans and trash bags)
- Together, the Owner and Manager may amend, modify, change, add to or delete these Guidelines at any point in time at their discretion.
- The Resident who books the Leland Room in their name must be present at all times during event. All nonresidents must be registered at the Front Desk as the Resident's respective Guest(s).
- All catering and DJ/Music must be approved by the Facilities Director prior to the scheduled event.

### **Cancellation Policy**

- A full refund will be processed so long as staff is notified of the cancellation **72 hours** prior to the scheduled event.
- No-shows will be charged full amount, without a discount or refund.

### **Deposit & Payment Information**

- The room rental fee stands as the deposit for the event. This fee is required to hold the space on the event day. Please see Page 1 for pricing options.
- Room rental fees are payable by check or debit/credit card at the Front Desk. (910) 342-2215.

**BRUNSWICK FOREST LELAND ROOM EVENT  
RESERVATION REQUEST & EVENT FEES**

Event Date: \_\_\_\_\_

Begin Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Description of Event:

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Number of Guests: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CIRCLE/FILL OUT THOSE THAT APPLY TO YOUR EVENT:**

RESERVE ROOM   RENT ROOM   NON-CATERED   CATERED   MUSIC/BAND

Will you be hiring a caterer? YES \_\_\_ NO \_\_\_

Does the caterer carry an ABC License if applicable? YES \_\_\_ NO \_\_\_

Staff set-up required? If so, please describe details:

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**TOTAL FEES:** \_\_\_\_\_

***The Facility's policy is to comply with the laws of the State of North Carolina, as they pertain to the purchase, service, and consumption of alcohol. The Facility's Policy for the Leland Room further requires that if an event is catered and alcoholic beverage are provided, the caterer must be an approved caterer with a current Mixed Beverage Catering License.***

**I hereby certify that:**

- I will be present at all times during the scheduled event.
- I will be responsible for the proper use, care, and cleanup of the facility.
- I will be responsible for any theft and/or damages to the facility.

*I have been provided a copy of the Brunswick Forest Fitness & Wellness Center Room Rental Regulations. I understand that I am subject to the Facility Rules and Regulations and the Guidelines, and that any Guest or attendee at my reserved event shall also be subject to the above.*

*I agree that my credit card maybe charged if it is determined in the post event inspection that extraordinary cleaning is necessary or that damages have occurred, which require either repair and/or replacement of facility property.*

**SPONSOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_