



**2701 Brunswick Forest Parkway
Leland, NC 28451
910.342.2215**

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

Leland Room Rental- within hours of operation \$250.00

Leland Room Rental- exceeding hours of operation \$500.00

Facility Rental (only permitted after hours of operation) - \$1000.00

Resident Sponsored Event (only for Brunswick Forest residents)

Leland Room Rental- within hours of operation \$100.00

Leland Room Rental- exceeding hours of operation \$250.00

Facility Rental (only permitted after hours of operation) \$700.00

Included in Room Rental:

- (11) 5 Foot Round Tables (if available)
- (2) 6 Foot Rectangle Tables
- (84) Chairs

* Additional tables and chairs may be available depending on other community events

Additional Charges:

Table Linens 120 round and/or 54 x 114 lines (white or black) \$7.00 per linen

Bar Staff: Bartenders must be hired by the Manager of the facility.

-2 hours \$150.00

-4 hours \$200.00

*All outside catering and DJ/music must be approved by the facility manager.

Event Guidelines:

-Immediately following the end of time for the scheduled event, the event space to be presented as it was prior the event.

-Décor, food, trash, etc. should be removed to the facility waste location at the end time of scheduled event.

-Additional cleaning supplies are not included outside of one large trash can and one trash bag.

-Together, the Owner and the manager may amend, modify, change, add to or delete these Guidelines from time to time at their discretion.

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.

All additional charges must be submitted 14 days prior to the event date.



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

Event Date: _____

Description: _____

Begin: _____ am/pm End _____ am/pm #Guests: _____

Sponsor Name & Address: _____

Email: _____ Phone #: _____

CIRCLE THOSE THAT APPLY:

Reserve Room Reserve Facility Bar Service Needed Non-Catered Catered

Leland Room \$ _____ Facility Rental \$ _____ Bartender Fee \$ _____

Staff Hours _____ Fee \$ _____

Linens Count _____ Fee \$ _____

Set Up Required Details: _____ Fee \$ _____ (if applicable)

Entertainment Provided Details: _____ Fee \$ _____ (if applicable)

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 beverages are provided, the caterer must either be (1) the Facility; or (2) be an approved caterer with a current Mixed Beverage Catering License.

I certify that:

- I will be present at all times during the event.
- I will be responsible for the proper use, care and clean up 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 and Wellness Center and 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 been occurred which require either repair and/or replacement of facility property.

Sponsor Signature:_____ Date:_____

*Signature states that all items have been acknowledged and agreed upon.