

RENTAL APPLICATION, AGREEMENT AND CONTRACT
BALLROOM DANCE CHARLESTON, SC, USA DANCE CHAPTER 6021
2408 Ashley River Road, Charleston, SC 29414

Event Name: _____

Event Date(s): _____ Event Time: _____

Primary Contact Person: _____

Email: _____ Phone: _____

Secondary Contact Person: _____

Email: _____ Phone: _____

Number of attendees cannot exceed Occupancy of 80.

Liability Insurance Company: _____

RENTAL FEE:

Deposit Requirement: A check for \$100 made out to BDC will be submitted **in advance of the event** as a cleaning/damage deposit. This deposit is required and will be refunded if the facility is left in a clean & orderly fashion and no damages occurred. If any damages or excess cleaning fees occur, the lessee agrees that BDC will retain the cost of the repair and/or cleaning from the deposit. If the damages or cleaning fees are in excess of the deposit, lessee agrees to reimburse BDC for the cost, no later than 30 days from the date of the repair and/or cleaning.

Optional payment: For recurring events, the lessee may pay the deposit one time, and if no issues occur, will be retained by BDC for recurring events. In this case, the deposit will be returned at the request of the lessee or at the end of the agreement period, whichever comes first.

Rental fees for all functions are to be paid at the conclusion of each class or monthly in advance.

Hourly rate: _____ per hour _____ per 1/2 hour

Set-up and clean-up time is charged at the same rate for all occasions.

SITE DECORATIONS:

Site decorations are permitted; however, every effort should be made to prevent damage to the floor, walls, mirrors, and windows. No nails, screws, staples, or penetrating items can be use. Any tape or gummed backing materials must be properly removed Any damage will be deducted from the deposit. Please remove after your event.

NOTES:

1. Use your own supplies for cups, drinks, plates, napkins, snacks, sodas, etc.

2. Dust mop the floor, clean the kitchen, bathrooms, tables. Empty the trash. BDC does not have an outside trash container. A large communal trash container is located behind the complex.
3. Check that all entrance doors are locked with the alarm set and all lights with the exception of the kitchen are turned off when leaving. All switches are at the right door entrances.
4. Dance shoes or street shoes that have been properly amended are required on the dance floor at all times. Examples include ballroom or jazz shoes, slick bottom white soled tennis shoes, or shoes with soft soles that won't cause unnecessary floor damage. Spike heels can damage the floor and are prohibited. Benches are also provided at the entrance for attendees to change shoes prior to dancing if needed.

By signing below, you agree to the terms of this agreement and to hold BDC non-labile for any injury to participants or loss of personal items.

Name: _____ Signature: _____ Date _____

Name: _____ Signature: _____ Date _____

BDC Board Approval _____
 Shirley Cooper, BDC - Education Director Date _____

 Caren Harvey, BDC - Treasurer Date _____