



BOOKER BUILDING RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – Fee Schedule

Fees for renting the Booker Building are as follows:

- Security Deposit: \$150.00 (**\$250.00 if alcohol is served**)
- Rental Fee: \$100 per 4 hours
- Utility Fee: \$25.00

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Event Description: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

Event Repeats (i.e., first Monday of each month, etc.): _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Alcohol Served? Yes No

(review conditions below)

- Conditions:**
- Service Time 11 AM -- 10 PM
 - Off-duty Altavista Police Officer or Campbell County Deputy hired
 - No outside alcoholic beverages allowed
 - ABC License required for sales
 - All alcoholic beverages must be served from central bar or serving area inside building

If yes, then name of Police Officer/Sheriff's Deputy: _____

ABC License #:

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of the Booker Building. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the Town of Altavista, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto. The Lessee agrees to be held fully responsible for all damage to the premises during the planned event and to pay for damages in full immediately upon presentation of a bill from the Town of Altavista.

Applicant Signature: _____ Date: _____

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Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Calculation: First 4 Hours: \$ _____	Additional Hours: _____	X \$ _____ = \$ _____	Damage Deposit: \$ _____ Total Due: \$ _____
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____ _____ / _____			