

RENTAL REQUEST FORM

CONTACT INFORMATION

Main contact name: _____ Alternate contact name: _____

Address: _____

Are you a resident of Anthem: Yes No (*residency will be verified*)

Phone number: _____ Cell: _____

Email address: _____

Organization/Business name (if applicable): _____

Organization/Business address (if applicable): _____

EVENT INFORMATION

Event date(s): _____

Event title: _____

Type of event (short description): _____

Is this event a: Fundraiser Business activity
 Personal celebration Performance
 Meeting Show or exhibit
 Class/Instructional Other _____

Maximum number of people attending: _____ Public event: Yes No

Fee charged: Yes No *Only approved fundraising events are permitted to charge fees. See attached Rules and Regulations for details.*

Setup start time: _____ a.m./p.m.

Cleanup end time: _____ a.m./p.m.

Event start time: _____ a.m./p.m.

Event end time: _____ a.m./p.m.

(rental fee includes setup, cleanup and actual event time)

Recurring event: Yes No Start date: _____ End date: _____

If recurring, how often? Circle all applicable choices below.

Weekly

M Tu W Th F Sa

Twice monthly

Specify: _____

Monthly

_____ of every month

Date (#1-31)

OR Week: 1st 2nd 3rd 4th **and** Day of week (M-Sa): _____

Quarterly

Specify months and days: _____

Will event include music/performance: Yes No If yes, elaborate: _____

CANCELLATION POLICY

SPECIAL EVENTS* CANCELLATION

Cancellation must be received in writing by the Civic Building Meeting and Program Manager. Allow up to four weeks for processing. Cancellation fees are non-refundable, non-transferable and not eligible as credit toward a future event.

- With 30 days or more notice – Full refund after \$100 processing fee
- Between 14 and 30 days – 50% refund
- Less than two weeks – 100% of room reservation cost is assessed
- No show – 100% of room reservation cost is assessed

**A special event is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body. Some examples of special events would be: wedding, baby shower, celebration of life, fundraiser, birthday party, recital, etc. The decision of a rental being classified as a special event is at the sole discretion of the Civic Building Meeting and Program Manager.*

ROOM RENTAL CANCELLATION

Cancellation must be received in writing by the Civic Building Meeting & Program Manager. Allow up to four weeks for processing. Cancellation fees are non-refundable, non-transferable and not eligible as credit toward a future event.

- With 14 days or more notice – 100% refund
- Between 7 and 14 days – 50% refund
- Less than one week – 100% of room reservation cost is assessed
- No show – 100% of room reservation cost is assessed

Printed name: _____

Signature: _____

Date: _____

RULES & REGULATIONS

RESERVATIONS

Reservations will be accepted on a first-come, first-served basis upon receipt of Anthem Civic Building (ACB) Rental Request Form and applicable fees. Groups and organizations may reserve a room for a recurring event provided it occurs the same day and time of the month. Recurring reservations will expire at the end of the calendar year and must be renewed prior to the new year.

In order to secure a reservation, payment in full is required for all rentals less than \$100 and a signed Rental Request Form must be submitted. Rentals exceeding \$100 must secure reservation by paying 50% of the rental fee, a damage deposit of \$100 and submit a signed Rental Request Form. The remaining rental fee balance will be due one month prior to the rental date.

All rentals will be on an hourly basis. Fees will be based according to type of event, space needed, day and time of event, and user. Rental hours and fees will include setup, takedown and cleanup time. A two-hour minimum rental is required for requests outside of normal business operating hours and for the Community Room.

All room diagram layouts are to be finalized and approved by Civic Building Meeting and Program Manager no later than 15 working days prior to event. Any changes after this time may not be allowed or may result in additional charges.

The Anthem Community Council has the sole discretion to accept, deny, adjust or cancel a rental request. For-profit businesses or organizations may use the ACB for the purpose of management or employee meetings, trainings, shareholder meetings or other activities at which **no sales or merchandising is to take place, and for which no fees are charged for attendance**. This does not apply to ACC-approved classes, for which participation fees may be charged.

DAMAGE DEPOSIT FEE

The damage deposit fee is a separate fee to ensure the room is left in good condition and the terms of the rental agreement are met; it is not payment toward the room rental fee. Depending on event size, an additional deposit may be required.

Deposit is refundable only if room is left in good condition and there is no damage. Refund check will be issued and returned by mail within 30 days of event. If deposit was on credit card, a credit will be processed on the credit card.

RENTER RESPONSIBILITY

Responsible party reserving facility must be of at least 18 yrs. of age and must be present during facility rental time. Anthem residents may be required to show proof of residency.

Signed rental request form must accurately state the number of people attending the event. If number exceeds the maximum room capacity, the event may be moved to a larger room and additional fees will be incurred. If no room is available, Anthem Civic Building management will have the authority to end the event.

Renter will ensure that all guests and/or participants will conduct themselves in a civil, proper and well-mannered fashion. Loud noise, disruptive conduct or unruly, abusive or disorderly behavior is prohibited. If such occurs, renter and guests may be asked to vacate the building with no refund.

For safety reasons, Renter is not permitted to move Civic Building equipment. The room, its furnishings and all Civic Building-owned equipment should not be altered in any way. Renter is not allowed to stand on tables, chairs, etc.

COMPLIMENTARY WI-FI

Complimentary Wi-Fi is provided to our renters and visitors at the Anthem Civic Building. Wi-Fi access is provided on an "as-is" basis with no guarantee of service or specific rates of speed. The network is subject to periodic maintenance and unforeseen downtime. The Anthem Community Council is not responsible for any downtime, outages or disruptions to the complimentary Wi-Fi. In the event that Wi-Fi is not available during your visit, meeting room or amenity rental fees will not be issued refunds.

FACILITY INFORMATION

Smoking is not permitted on Anthem Civic Building property. Solicitation of any kind is also prohibited.

Use of duct tape in decorating is not allowed; masking and painter's tape are permissible. Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tapes are not permitted. Open flames are prohibited. All candles must be the votive type and contained in glass with secure bases.

Use of special equipment or entertainment must receive prior approval from Civic Building Meeting and Program Manager. If additional equipment is needed, renter must use an approved rental equipment vendor and obtain prior approval from the Civic Building Meeting and Program Manager.

This is not necessarily an exhaustive list of all policies, procedures and rules associated with Council property. While this is intended to be an accurate reflection of all procedures, management reserves the right to revise any policies, rules, schedules, etc., with or without notice, as circumstances change (e.g. emergencies, change in personnel, workload, community issues, etc.). Failure to follow policies, procedures and guidelines may jeopardize usage of the amenities. **Find a complete list of all facility use policies, rules and procedures at OnlineAtAnthem.com.**

Anthem Civic Building Acknowledgment and Agreement of Use

By signing this document, I agree, for myself and on behalf of my guests using the Anthem Civic Building, to comply with above rules and regulations. I voluntarily accept the liability for any and all injuries or damage resulting from the use of the building and release Anthem Community Council, Inc. ("ACC") and its employees, officers, and agents from any liability. I further agree to defend and indemnify ACC from any and all claims brought against ACC related in any way to the use of the Anthem Civic Building. I acknowledge that failure to adhere to the rules may result in additional fees and/or suspension of reservation privileges.

Printed name: _____

Signature: _____

Date: _____

Rental Requests can be submitted in person to the Welcome Desk or emailed to tmcculley@anthemcouncil.com.

Contact 623-742-6000 or email tmcculley@anthemcouncil.com with questions.

Business Hours:

M: 8 a.m.-5 p.m.
Tu-Th: 8 a.m.-9 p.m.
F: 8 a.m.-5 p.m.
Sa: 8 a.m.-noon
Su: Closed

*Additional hours may be available;
after-hours reservations require
two-hour rental minimum.*

ADDITIONAL RULES & REGULATIONS

FOOD AND BEVERAGE

Anthem Community Council has a preferred caterer list and encourages the use of one of these caterers. If a caterer who is not on the list is used, the Civic Building Meeting and Program Manager must approve the caterer.

The Renter and/or caterer of its choosing in accordance with the alcohol and/or catering policies may bring in food and beverage. The Renter is totally responsible for its food and beverage service and shall hold Anthem and its employees, agents and representatives harmless for all liability, illness, or any damages arising from Renter bringing such items into the building itself or through its caterer. Moreover, Renter shall be responsible for cleanup. The caterer or Renter must set up and break down within the rental period outlined on the client rental contract.

Cooking of food material is prohibited; heating of food in the microwave on a small scale is allowed. The kitchen and facilities shall be used only to support the serving of pre-prepared foods. All ware washing and food preparation is to be completed off-site.

A caterer, at their expense, shall provide a blanket insurance policy for the period of their contract and name the Anthem Community Council, its officers, agents and employees as additional insured on the policy.

ALCOHOL

Alcohol service is permitted in the Civic Building if provided by a Council-approved liquor vendor. Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of the State of Arizona. No money or tickets may be exchanged for alcohol. A cash bar is not allowed. B.Y.O.B is not allowed.

The serving of alcohol at any party or event given in honor of a minor is prohibited.

The sponsoring person or organization accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization.

No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried beyond the terrace area. Open-air consumption of alcohol is prohibited on Civic Building property. Security is required any time alcohol is served.

SECURITY

Security may be required for events with more than 100 participants. Security must be present one half-hour before event begins and one half-hour after event ends. Security costs will be the responsibility of the renter and are in addition to rental room fee and damage deposit.

Civic Building management also will determine the number of security personnel required for an event, as well as the length of time such services are needed. Under most situations, security will be required for any of the following:

- Security is required for all events serving alcohol.
- Events that are considered "high risk" or have "value" content.
- Any social event and/or large attendance event.

CUSTODIAL

When renting the Community Room, the Renter pays a \$100 Maintenance Fee. A porter will be provided for three (3) hours of the Renter's event. The porter will empty trash bins, maintain the restrooms and mop up major spills. The porter is not responsible for returning the facility to its original condition. The Renter is responsible for returning the facility to the same condition it was received. The Renter is responsible for all materials, trash, residue, etc. left by any exhibitors and/or outside contractors (i.e. decorators and caterers). Fees may be assessed for cleanup and disposal of remaining items.

At the end of the event, the room:

- Must be clear of all materials not belonging to the Civic Building.
- Trash must be removed from the tops of tables and placed in the trash receptacles.

- All food, trash or other debris must be removed from the floor and placed in trash receptacles.
- Marker boards and walls must be clean and free from new damage.

At the end of the event, the Kitchen/Lounge:

- Counter surfaces must be clean and free from debris.
- All food and trash must be removed from sinks/drains.
- The refrigerator must be clean and empty.
- The freezer must be clean and empty.
- The floor must be clean and dry.

DECORATIONS

Use of duct tape in decorating is not allowed; masking and painter’s tape are permissible. Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tapes are not permitted. Open flames are prohibited. All candles must be the votive type and contained in glass with secure bases.

Throwing of or decorating with confetti, rice, glitter, birdseed or other materials is not allowed in or on the grounds of the Anthem Civic Building. Decorations causing a high volume of trash and/or debris are subject to cleanup charges.

Smoke machines or any type of inflatable are not allowed unless approved by Civic Building management.

The Civic Building Meeting and Program Manager or Manager on Duty must approve all electrical equipment.

Accessibility to equipment rooms and utility boxes is prohibited.

No Council personnel are allowed to move, load, unload or set up equipment that is not the property of the Anthem Community Council.

FIRE REGULATIONS

All open flames are prohibited. This includes:

- Barbeque grills and propane/butane burners.
- All candles, candelabras and sparklers. Birthday candles require prior approval from the Civic Building Meeting and Program Manager.

Fire code prohibits overages of capacity of any room, and blockage of exit doors, extinguisher cabinets or service hallways. The capacity will be reflected as number of “guests in attendance” in the rental contract.

DAMAGES

If it is determined that the condition of any part of the facility, furniture or equipment has been damaged or is missing resulting from the activities from the renter, the damage deposit will not be returned and additional replacement/repair costs in excess of the damage deposit will be billed back to the Renter.

Renter is responsible for the common areas associated with your event. The lobby, restrooms and parking lots should be free of excessive trash or other damage. If the Anthem Community Council attributes any damage as a result of the Renter’s event, these damages will be charged against the deposit or be billed to the Renter.

Printed name: _____

Signature: _____

Date: _____