

The Common

Bordered by S. Oak St., Roe St., and Days Ave – the Common is directly south of Front St. in the heart of Buchanan’s Historic & Arts District

APPLICANT INFORMATION

Applicant Name: _____ Organization: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Purpose of Use: _____

Guest Count: _____

Date(s) of Use: _____ Start Time: _____ End Time: _____

(Be sure to include necessary set-up/teardown time)

FEES AND CHARGES

City-Affiliated, Open-to-the-Public Event(s) _____ **\$0**

Non-City-Affiliated, Open-to-the-Public Event(s) _____ **\$200**

Private or Ticketed Events

○ Private

▪ Expected Number of Attendees

0-150 = **\$200**

151-300 = **\$350**

301-500 = **\$500**

500+ = **\$750**

○ Ticketed

▪ Expected Number of Attendees

0-150 = **\$200 PLUS 5% of ticket sales**

151-300 = **\$350 PLUS 7% of ticket sales**

301-500 = **\$500 PLUS 10% of ticket sales**

500+ = **\$750 PLUS 15% of ticket sales**

Use of Redbud City Center: **+\$100.00**

+ \$50.00 refundable key deposit

Total Rental Fee: _____

Date Paid: _____



RENTAL FORM

Internal Use Only:
Deposit Refund Requested: _____
Initial: _____
Date of Refund Mailed: _____

Authorized By

***NOTE: Financial compensation may be sought under extreme circumstances due to loss and/or damages.**



RENTAL FORM

RULES AND REGULATIONS

1. **NO** smoking inside building.
2. **NO** alcohol allowed on premises.
3. **NO** weapons or firearms allowed on premises.
4. **NO** animals allowed inside facilities.
5. **NO** littering.
6. **FOOD & ALCOHOL** please refer to [Food Vendor Ordinance](#) and [Chapter 6 of Charter – Alcoholic Liquors](#) for more information on food & beverage policy
7. The limit of people at The Redbud City Center is 100 based on the fire code. Do not exceed 100 people at your event.
8. All renters are responsible for the storage of supplies and the removal of their own garbage. No garbage or event supplies to be left on the premises after the duration of the event.
9. User shall not damage or remove property of any sort, from the premises.
10. If premises are not left in a satisfactory state, an additional bill of \$150 plus cost of repairs will be billed.
11. Pick up and return the key at the Buchanan City Hall. If the key is not returned within three (3) business days following your rental, Renter will be billed re-keying expenses.
12. The building is City owned and is subject to walk through and inspection by the Police Department personnel at any time during your rental.
13. The premises are monitored with video surveillance equipment.
14. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, health and safety measures, City codes and ordinances.

AGREEMENT

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the organization reserving the City Center must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: _____ Date _____

THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE HAVE BEEN PAID

Building Reserved for:

Approved By: _____

Date _____