

**BROOKSHIRE CENTER  
 CONTRACT FOR THE RENTAL OF THE KITCHEN AND  
 BANQUET FACILITIES  
 Last Reviewed on 9/06/21**

The following rules and regulations pertain to the rental of the Kitchen and Banquet Facilities of the Brookshire Center. **ONLY RESIDENTS OF BROOKSHIRE COMMUNITY MAY RENT THE BROOKSHIRE CENTER KITCHEN/BANQUET FACILITIES.** Rentals are for residents for their family events, civic and church groups of which they are a member. Please follow CDC guidelines as far as mask wearing & social distancing in building.

1. This rental is ONLY for banquet hall, kitchen, restrooms and lower patio. This Rental DOES NOT INCLUDE ANY other areas of the Brookshire Center which may be in use by residents during the time of the rental.
2. The resident who signs the contract MUST BE in the Brookshire Center for the duration of the rental period. If you would be unable to attend your scheduled event, and can not secure another Brookshire resident to be the responsible party in your place, your scheduled event WILL BE CANCELED & the fee is nonrefundable. The resident is FINANCIALLY RESPONSIBLE for all the guests and any damage to the Brookshire Center or its equipment.
3. A person appointed by the Banquet Hall Coordinator will be present to unlock the kitchen, review rules and procedures, also they will return after event to check banquet hall, kitchen and restrooms.
4. A contract for the use of the facility must be signed, and payment to Brookshire Community Center must be made at the time the contract is signed. See the Fee Schedule for details of cost and available equipment.
5. Smoking, alcoholic beverages, R-rated movies and gambling are not permitted in the building including on porches, balconies, and grounds.
6. No animals are allowed in the Brookshire Center.
7. NO nails, tacks, pins, tape or other adhesives may be use to hang items on interior walls or black stage curtains.
8. Cancellation: The rental fee will be refunded in full if the contract is cancelled 45 days prior to the reserved date.

I, the undersigned, agree to the foregoing conditions and request the rental of the Kitchen and Banquet facilities on \_\_\_\_\_ from 9AM to 8PM  
 for \_\_\_\_\_.

- Basic Rental (\$75)**   
  **Full Rental (\$120)**   
  **Full Rental with Caterer (\$120 Plus \$100 Reserve)**  
 **Wedding Reception of Resident (\$120)**  
 **Wedding Reception of Resident with Caterer (\$120 Plus \$100 Reserve)**  
 **Wedding Reception of Resident's Family (\$500)**  
 **Wedding Reception of Resident's Family with Caterer (\$500 Plus \$100 reserve)**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Resident  Manheim, PA 17545 Phone:  Date Requested for Rental _____
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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Administrator  \$ _____ Paid (Amt.)                  Date Paid
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