

**Pershing County Community Center (PCCC)
Checklist for Room Rentals**

- _____ Rules, Regulations and Rental Contract
- _____ Room Setup Agreement (if applicable)
- _____ Copy of Fee Schedule
- _____ Hold Harmless Agreement
- _____ Insurance Addendum
- _____ Key Checkout Agreement
- _____ Walk Through (if applicable) (included in Rules, Regulations and Rental Contract)
- _____ Kitchen Inventory (if applicable)
- _____ Copy of Renter's "Certificate of Liability Insurance" (if not purchasing county insurance)
- _____ Alcohol Being Sold or Served? (deposit needed) If sold, training for servers and copy of liquor permit needed.
- _____ Catered? Need signed copy of Caterer's Agreement and copy of "Caterer's Permit".
- _____ Addendum to Rules, Regulations and Rental Contract (for information and possible use)
- _____ Copy of all paper work provided to User.

Key Pickup Date _____ (**all money owing is due by this date in order for key to be released**)

(If applicable, copy of Alcoholic Beverage Permit is needed by Key Pickup Date)

Deposit: \$ _____	Date Paid: _____
Insurance: \$ _____	Date Paid: _____
Rent: \$ _____	Date Paid: _____

Remaining Rent: \$ _____ To Be Paid No Later Than: _____ Date Paid: _____

Deposit(s) will reserve the room(s); Rent, Insurance and Contract are due one (1) week prior to event.

Signature of User

Date

Printed Name of User

PCCC Coordinator

Date