

RESERVATION FORM



215 North Main Street • Mooresville, North Carolina 28115 • www.cmccmoorville.com • Office 704.662.3334 • Fax 704.662.3344

Check Rooms Reserved: The Moore The Burlington The Lowrance Kitchen #1 Joe V. Knox Auditorium
 Kelly Courtyard Conference Room Alice's Garden Lower Lobby
 The Peddler The Cedars The Merchant Kitchen #2

Date of Your Event: _____

Room Reserved From: _____ (am/pm) To: _____ (am/pm) Actual Event Time: _____
(Please be sure to reserve the time you require including time for decorating and clean up)

Event Contact Person: _____ Group /Organization: _____

Telephone: _____ E-Mail Address: _____

Type of Event: _____ Number of People Expected: _____

Beer/Wine/Champagne Spirituous Liquor Mooresville Police Officer Required: Yes No

(ABC Permit is required to serve or sell fortified wine or spirituous liquor or brown bag. No brown bagging without a permit. An off duty officer is required to be present at ALL events where alcohol is served.)

Setup Diagram, Events Worksheet, Final Balance, & Proof of Permit/Officer (if applicable) MUST be provided to us at least two weeks prior to event.

Event Name & Important Info for Signage: _____

Equipment Needed: _____ Equipment Total: _____

Security Deposit: _____ Room Rental Fee: _____ Kitchen Rental Fee: _____

Courtyard/Garden Rental Fee: _____ Joe V. Knox Auditorium Rental Fee: _____

Rent Total: _____ Rent Paid: _____ Balance Due: _____ (14 days before use): _____

By my signature below, I take complete responsibility for the use of my address for my private, group or organization's event. I further acknowledge that any information that I have provided is true to the best of my knowledge and belief. ***I agree that prior to signing this application I have read a copy of the policies governing the use of the facility and agree that as the responsible representative for this group or organization, I will take responsibility for our group or organization's compliance with the rules and regulations and policies and fee schedule governing the use of the facility.*** I also agree that all rent and fees shall be paid by the above due date (14 days before scheduled event), and if such rent or fees are not paid, the confirmed reservation shall automatically and without notice become void. Further, I agree both on my behalf and those in charge of the event for which the Charles Mack Citizen Center is being rented or leased, to assume all risks involved when using the space rented and agree that any materials added to the rental space specific for the event is my sole responsibility and the Town assumes no responsibility for my use of such materials. By my signature below, I also understand and agree that it is my responsibility to insure that any materials brought in by the participants or those acting on their behalf is safe for the function for which I/we are using the Center.

Date: _____ Signature: _____

Deposit Refund Address: _____

IMPORTANT: Your reservation IS NOT CONFIRMED until we have received your reservation form, the security deposit, and at least 1/2 of the total rent as stated in our rules & guidelines.

How did you hear about us? _____

Were you referred by someone? If so, who? _____

Charles Mack Citizen Center Management Approval: _____

Date: _____ Fee Received: _____

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SPECIAL EVENTS WORKSHEET



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This worksheet must be filed, signed, and dated at least 14 days prior to using the facility. Changes or additions must be submitted in writing to either Stephanie Crisco or Vickie Morrow for approval.

<i>Caterer Name:</i>	<i>Phone:</i>	<i>e-mail:</i>
<i>Notes:</i>		
<i>Band/DJ:</i>	<i>Phone:</i>	<i>e-mail:</i>
<p><i>Alcohol: The Charles Mack Citizen Center requires all events that serve alcohol of any kind to have an off-duty officer from the Mooresville Police Department. Any evidence of failure to follow the proper procedures will result in automatic forfeiture of their security deposit and immediate removal of the alcohol from the premises.</i></p> <p><i>Officer Name:</i> _____</p>		
<i>Event Décor: (Please describe in the decorations/equipment you or your designees are planning to bring into the space)</i>		
<i>Please list two additional people who we can contact during your event so that we can communicate important information</i>		
1. _____ 2. _____		

- **Linens Available by Request**

We are happy to provide your event with linens, chair covers, and sashes upon request.

Please contact the office for a list of our current colors and textures.

Prices vary. Please make arrangements with the office at least two months in advance for all linens.

Additional handling fees may apply for linen requests made less than two months in advance.

- **Equipment Available by Request**

Please contact the office if you would like to request any special equipment such as stage, dance floor, portable projector, portable sound system, microphones, ceiling drapery, and backdrops. **All equipment is subject to availability.**

Please refer to **Equipment page** for pricing.

Renter Signature: _____ Date: _____ Staff Initials: _____



MEETING YOUR NEEDS WITH ALL THE AMENITIES

We take pride in the broad list of banquet and meeting equipment that the Charles Mack Citizen Center has on hand. In fact, many of these amenities are included in your rental fee. Other items are available at rates you'll find quite reasonable. You'll be able to reserve what you need, when you need it, with ease and convenience. Our experienced staff can help you select the exact equipment that will make your event run smoothly and successfully.

TABLES AND CHAIRS FOR ANY AREA (including set up and break down)

Tables:

- 8ft rectangular
- 6ft rectangular
- 4ft rectangular
- 5ft round
- 4ft round
- 31in cocktail table (42in height)

Chairs:

- Neutral Colored Banquet Chairs
- Sturdy White Ceremony Chairs (subject to availability)

Bar Table Available for Special Events \$35.00, includes black skirt

AVAILABLE IN THE MERCHANT, CEDARS PEDDLER ROOMS (confirm availability)

- Digital Projector
- Projector Screen
- Podium (technical, standing, tabletop)
- Microphones (lapel, corded, wireless)
- Microphone Stand (standing, tabletop)
- Overhead Projector
- CD Changer
- Flip Chart ** \$8.00 Fee Includes Markers
- Easel
- Wireless Mouse/Laser Pointer
- Banner Holder
- Flags (North Carolina, United States)
- Piano w/ bench ** \$25.00

AVAILABLE IN THE JOE V. KNOX AUDITORIUM, MOORE, BURLINGTON, LOWRANCE ROOMS (confirm availability)

- TV/DVD Combo
- Projector Screen
- Microphones (lapel, corded, wireless)
- Microphone Stand (standing, tabletop)
- Podium (standing, tabletop)
- CD Changer
- Flip Chart ** \$8.00 Fee & Includes Markers
- Easel
- Wireless Mouse/Laser Pointer
- Banner Holder
- Flags (North Carolina, United States)
- Piano w/ bench **\$25.00
- Super Ears (Auditorium only)

AVAILABLE IN THE KITCHENS

Kitchen #1:

- Warming Trays
- Microwave
- Freezer
- Refrigerator
- Coffee Maker
- Bus Carts
- Oven & Stove

Kitchen #2:

- Warming Trays
- Microwave
- Refrigerator
- Coffee Maker
- Oven & Stove
- Dishwasher
- Bus Carts

THE FOLLOWING ITEMS CAN BE PLACED IN ANY ROOM UPON REQUEST

- **Portable Projector** \$10.00/day
- **Portable Projector Screen**
- **Portable PA System** (two speakers, handheld & lapel microphones, iPod docking station, etc. Includes Setup \$50.00/day)

- **Dance Floor 12' x 12' to 21' x 21'** – \$100.00
- **Dance Floor \$200.00 – 24' x 24' to 30' x 30'** – \$200.00

- **6' x 8' risers** (w/ two sets of stairs) \$25.00 each – with skirting add \$7.00/riser (ivory, black, burgundy)
- **4' x 8' risers** \$10.00 each – with skirting add \$7.00/riser (ivory, black, burgundy)

• Linens

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