



JUNIOR LEAGUE OF CINCINNATI

Contract for Rental of the Columbia Center

CONTACT INFORMATION

Organization or
Applicant

Phone

Contact Person

Phone

Email Address

Address

EVENT INFORMATION

Date of Event

Approximate Number of Attendees

Beginning Time

Ending Time

Duration

ROOMS REQUESTED

Haile Auditorium (seats 250)

Boardroom (seats 30)

Kuempel Meeting Room (seats 20)

Richards Meeting Room (seats 20)

Sustainer Room (seats 8)

FEES & COSTS

***For the non-profit rate please enclose an IRS non-profit status letter or other proof.*

TOTAL COST

ROOM(s)

FEE (per hour)

TOTAL \$0.00

DEPOSIT
(50% for auditorium rentals & long term rentals) \$0.00

ADDITIONAL CONSIDERATIONS

Audio/Visual Equipment Needed

(click all that apply)

- Projector
**note computer is not included*
- Overhead Screen
- Remote Clicker
- Wireless Microphone
- Podium Microphone
- Sound System

Room Set Up *easels, chairs, tables, linens, etc.*

Please describe below or on an additional sheet your requested set up.

A 50% deposit may be required at time of booking.

Payment in FULL is due 48 hours in advance or the last business day (Thursday) before the event.

At time of final payment, a credit card must be presented for charges should any damage occur from the rental.

Columbia Center is a completely non-smoking building. Smoking is allowed only outside the building, no exceptions (including the bathrooms).

The Junior League of Cincinnati requires proof of non-profit status as determined by the Internal Revenue Service in order to offer the non-profit rate. (See policy 25.)

Use of Columbia Center is governed by the Columbia Center Policies which are attached to this Application, Contract and Policies page.

There are two kitchen facilities available at Columbia Center, including a caterer's kitchen that includes an oven, range and microwave. You are permitted to bring in food and beverages. Catering is allowed. No alcoholic beverages may be sold on the premises unless proof of proper license accompanies application. (See policy 14.)

REFUND/CANCELLATION POLICY. Cancellation accepted with full refund (of room, security deposit and applicable custodial fee) when written notice of cancellation is received up to and including 10 days prior to date of event. For cancellations less than 10 days prior to the event, the 50% deposit will not be refunded.

PLEASE NOTE: YOUR RESERVATION IS NOT CONFIRMED UNTIL WE RECEIVE YOUR APPLICATION AND DEPOSIT, AS WELL AS THE PROOF OF NON-PROFIT STATUS, IF REQUIRED.

I acknowledge the receipt of and have read the Columbia Center Policies. I have the authority to enter into this contract and have read and accept this agreement in full and assume financial responsibility for the use of Columbia Center.

Signature of Applicant

Date

Title of Applicant

Name of Organization

Detach "Contract Page) and mail, scan and email or return in person to:

office@jlcincinnati.org
513-871-9339

The Junior League
3500 Columbia Parkway
Cincinnati, OH 45226

FOR OFFICE USE ONLY	
Application, Contract and Policies Page acknowledged by the Junior League of Cincinnati.	
_____ Signature	_____ Date
Date Confirmed & Deposit Recieved:	\$ _____