



Facility Rental Terms and Conditions

Preparing kids for future success is at the heart behind our rental events endeavor. Drumm Farm opens its doors to the community by booking facilities on our campus for weddings, receptions, corporate events, and organization meetings, and Drumm Farm staff and kids provide all the catering services. Your event will assist our kids in developing job skills, gaining work experience and creating a path to successful adulthood. All rates are per person and include both the facility and buffet meals:

Breakfast: \$9.95 - \$14.95

Lunch: \$14.95 - \$20.95

Dinner: \$19.95 - \$28.95

There are additional costs for hors d'oeuvres, alcohol, dance floor, and other specialty items.

Diversity is an ongoing responsibility and priority at Drumm that includes valuing, appreciating and utilizing the talents of people with a variety of backgrounds, experiences, ethnicities, and perspectives. Drumm is committed to creating and sustaining an environment that values every individual regardless of age, appearance, beliefs, education, ethnic origin, gender, ideas, job classification, personality, physical ability, political view, race, religion, sexual orientation and more.

Event Regulations

- 1) A non-refundable reservation deposit equal to 25% of the estimated Total Fees is required to reserve your date and space.
- 2) An on-file credit card authorizing payment for any damages to the property during the event is required.
- 3) Renting Organization/Individual must comply with and abide by all Federal, State and Municipal laws and ordinances.
- 4) Guests are restricted to the rented space only.
- 5) Final guest count MUST be submitted in writing five (5) business days in advance of your event date.
- 6) A representative of Drumm will be on site during your event and will be checking periodically with the responsible parties.
- 7) The Renting Organization/Individual agrees that Drumm staff may enter and exit the premises during the event.
- 8) Only Drumm staff rearranges or moves furnishings including but not limited to artwork, chairs, and tables.
- 9) No smoking is allowed anywhere on the Drumm campus.
- 10) No firearms are allowed on the Drumm campus.
- 11) No fireworks are allowed on the Drumm campus.
- 12) No pets are allowed on the Drumm campus.
- 13) Disorderly conduct will result in the expulsion from the premises and conclusion of the event with no refund of fees.
- 14) No glitter, confetti, birdseed, rice, cornstarch, sand, or straw is allowed in the rental spaces.
- 15) No candles are allowed in rental spaces except those that are battery operated.
- 16) No decorations, signs or displays may be taped, glued, nailed, stapled, tacked, pinned, or affixed to any facility surface.
- 17) No fog or smoke machines are allowed.
- 18) Drumm takes no responsibility for personal property left on premises and assumes no obligation regarding lost items.

Alcohol Policy

- 1) Alcohol may be served at private events for adults held on the Drumm campus.
- 2) All Renting Organizations/Individual must abide by all Federal, State and Municipal laws and ordinances.
- 3) Beer, wine, and champagne may be served if the event is by invitation only, closed to the public and there is no monetary exchange for alcohol. The Renting Organizations/Individual must meet liability insurance requirements.
- 4) Alcohol must stay in the designated rental space.
- 5) When the Renting Organizations/Individual includes alcohol as part of their event, there is a \$100.00 additional charge applied to the Rental Fee for setup and administrative expenses associated with this service.
- 6) For events of more than 200 people at which alcohol will be served, a security officer must be present at the event. Drumm will designate and arrange this service. The Renting Organizations/Individual will pay an hourly rate of \$50.00, minimum three hours. Drumm reserves the right to determine the number and placement of security personnel.
- 7) Violation of the rules set forth in this policy may result in the denial of future rental requests, cancellation of future reserved space at DCC, and forfeiture of the damage deposit.



Reservation Form

Organization/Individual: _____ Estimated Guests: _____

Nelson Hall Swinney Hall Thomson Hall Drumm Market

Event Date: _____ Event Start Time: _____ Event End Time: _____

Contact Name: _____ Contact Phone: _____

Billing Address: _____ Contact Email: _____
(Address)

(City/State/Zip)

<i>OFFICE USE ONLY</i>	
Estimated Rental Fee	\$ _____
Administrative Fee <small>(\$100 for events serving alcohol)</small>	\$ _____
TOTAL FEES	\$ _____
RESERVATION FEES <small>(25% of Total Fees)</small>	\$ _____
BALANCE (Day of Event)	\$ _____

I have read, understand, and acknowledge the Drumm Center for Children, Inc. Facility Rental Terms and Conditions. I am guaranteeing the date and time as specified above for the use of the space. I understand that the final guest count and menu must be given five (5) business days in advance of my event and that I will incur full meal cost for any additional guests in attendance, including those who did not attend. As a renting Organization/Individual, I am responsible for the Total Fees, as indicated, and for costs incurred in repair or replacement of any furniture, equipment, fixtures, or other property damaged by my guests at Drumm. On behalf of the renting Organization/Individual, I release and hold harmless Drumm from any and all claims of personal injury or property damage.

Signature Date

Drumm Center for Children, Inc. requires a payment card to be On-File for your event .

Authorization Reason:	<input type="checkbox"/> TOTAL FEES	<input type="checkbox"/> RESERVATION FEES	<input type="checkbox"/> BALANCE (Day of Event)	<input type="checkbox"/> ON FILE (Required)
Payment Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Cardholder Name:	_____			Card Number: _____
Expiration Date:	_____	CVV2 Number:	_____	
<small>(3-digit number on back of Visa / MasterCard/Discover or (4) four-digit number on front of American Express)</small>				

I authorize Drumm Center for Children to charge the credit card indicated on this authorization form according to the terms outlined above. This payment authorization is for the event rental described above, including any costs related to damages to the property resulting from the event. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company.

Signature Printed Name Date