

The Brookeville Academy Community Center

Rental Rates*

Base Rental Rates (5 hour event):

<u>Friday - Saturday</u>	Dining Room or Lecture Hall	\$325
	Both Rooms	\$600
<u>Sunday - Holidays</u>	Dining Room or Lecture Hall	\$275
	Both Rooms	\$500
<u>Monday - Thursday</u>	Dining Room or Lecture Hall	\$200
	Both Rooms	\$350

Set-up and clean-up are the responsibility of the renter; 1 hour before and 1 hour after the 5 hour event is included in the rental rate.

Additional time will be charged on an hourly basis at \$50 per hour.

The above rates apply to private parties and for-profit organizations. Further discounted rates are available for non-profit organizations, civic groups, etc. Wedding packages start at \$650. Other custom rental packages are also available. Contact the Brookeville Academy Manager at 301-570-4465 or academy@townofbrookevillemd.org for details.

Rental Information:

Reservations - Tentative reservations may be made either by phone at 301-570-4465 or by email at academy@townofbrookevillemd.org. **A refundable security deposit of \$250 is required to secure the reservation and will be refunded upon satisfactory inspection of the facility following the event.**

Payments – Payments shall be made by cash, check or money order. Checks shall be made payable to *Town of Brookeville* and have the complete name, address and telephone number of the individual or organization making the payment printed on the face of the check. **Full payment is required 14 days in advance of the event. Should an event be canceled within 14 days, the security deposit will be forfeited. If an event is cancelled more 14 days in advance, the security deposit will be returned less a \$50 processing fee.**

Reservation/Event Termination – The Town of Brookeville Commissioners and Brookeville Academy Manager reserve the right to terminate reservations or events if it is determined that the activities are endangering the health and safety of patrons, interfering or infringing on the rights of others, or damaging the furnishings or facilities.

Who May Rent - Individuals must be over the age of 21 to rent the facility. The Town of Brookeville Commissioners and Brookeville Academy Manager reserve the right to decline rental to any organization or individual not deemed appropriate or in the best interests of the Town of Brookeville or the Brookeville Academy.

*Rates effective April 1, 2016