

J.D. Lewis Multi-Purpose Center

Reservation Form

Event Type: _____ Event Name: _____

Set Up Date: ____/____/____ Start Time: _____ am / pm End Time: _____ am / pm

Rental Date: ____/____/____ Start Time: _____ am / pm End Time: _____ am / pm

Clean Up End Time: _____ am / pm # of People Attending: _____

Alcohol: Yes _____ No _____ DJ or Band: Yes _____ No _____

Renter Name: _____ DL#: _____ State: _____

Address _____ City _____ State _____ Zip _____

Event Contact Name: _____ Event Contact #: _____

Email Address: _____

To reserve the J.D. Lewis Multi-Purpose Center:

- A \$25.00 application fee must be paid to book date (NON-REFUNDABLE)
- The date will be held for 10 business days
- A deposit is due within 10 business days to secure date
- NO REFUND ON DEPOSIT (including Cancellation)
- If deposit is not received by due date, the date is made available
- Payment in full is due by date set by JDL Staff (Normally 30 days Prior)

PAY TO PARTY events are NOT allowed – event will be cancelled with loss of all monies paid to that date.

If event is 30 days away or less, App. fee & deposit is due at time of application. Due date for payment in full will be set by JDL Staff at the time of application.

Primary Contact: Dwayne M. West Contact #: 919-232-3642
Email Address: dwest@jd-lewis-center.com

J.D. Lewis Multi-Purpose Center Reservation Form

Item	Rental Cost	Total	Date Due	Date Paid
App Fee:	\$25			
Deposit:				
CBC Room	\$350 / 6 hrs			
Kitchen	\$50			
Court #1	\$75/hr			
Court #2	\$75/hr			
PA System	\$35			
Tables	\$50			
Chairs	\$50			
Flat Screen	\$50			
Smartboard	\$75			
Add Time				
Other				
	Total Due			

Comments:

Renter's Signature

Date

JD Lewis Management

Date