

CITY OF OXFORD

110 West Clark Street
Oxford, GA 30054
Telephone 770-786-7004

**WEST CLARK STREET COMMUNITY CENTER
RENTAL APPLICATION**

Today's Date

--	--	--	--

<i>This section completed by city of Oxford</i>	
Four Hour Charge	\$ _____
Additional Hours Charge	\$ _____
Stage Audio TV Charge	\$ _____
Deposit Amount	\$ _____
TOTAL AMOUNT DUE	\$ _____
AMOUNT PAID	\$ _____
Date	_____ Cash _____ Check _____
Employee's Name	_____

<input type="checkbox"/> Oxford Resident	<input type="checkbox"/> Newton County Resident	<input type="checkbox"/> Oxford or Newton Non-Profit
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Commercial Business	<input type="checkbox"/> Outside Oxford or Newton Non-Profit

INDIVIDUAL

First Name _____ Last Name _____

Street Address _____ City _____ ZIP _____

Home Telephone _____ Cell _____ Work _____

ORGANIZATION

Name _____ Telephone _____

Street Address _____ City _____ ZIP _____

Contact Person _____ Contact Telephone _____

SEATING REQUIREMENTS

Number of people _____ Number of tables _____ Number of chairs per table _____

Will you use the stage area and the TV Audio system? _____ Any special seating needs? _____

DAY, DATE AND TIME OF THE EVENT

DAY OF THE WEEK	MON	TUE	WED	THU	FRI	SAT	SUN
-----------------	-----	-----	-----	-----	-----	-----	-----

DATE OF THE EVENT			
-------------------	--	--	--

START TIME		AM	PM
------------	--	----	----

ENDING TIME		AM	PM
-------------	--	----	----

Will you be using a caterer? _____ Name of caterer _____

ARE THERE ANY ATTACHMENTS? _____