

CITY OF BULLHEAD CITY

Suddenlink Community Center Rental Rules and Regulations

1. *Reservations must be made at least 2 weeks in advance of the date requested. Forms may be obtained from the Recreation office located at 2355 Trane Rd, Bullhead City, AZ. For information call (928) 763-9400.
All fees must be paid at least two (2) weeks in advance of the date reserved.*
2. *No alcohol is allowed in the facility or on the premises.*
3. *No smoking is allowed in the facility or on the premises.*
4. *Facility Hours: The Suddenlink Community Center is available for rental between the hours of 8:00 a.m. and 11:00 p.m. Sunday – Thursday and 8:00 a.m. and 12:00 a.m. Friday – Saturday.*
5. *Food and soft drinks will be permitted for private parties, but must be approved in advance by the Recreation Manager.*
6. *If more people attend the event than what was specified in the reservation, the deposit will not be refunded. If the amount of people over the reservation requested exceeds the dollar amount of the deposit, the additional cost will be billed to the user.*
7. *Users are responsible for the following: removal of all trash, sweep floors and wet mop as necessary. Wipe restroom counters and mirrors. Make sure toilets are flushed. If these items are not complete after use, the deposit will not be refunded. Report any problems with the facility promptly to the staff person on duty.*
8. *Set up and clean up is to be done within the hours specified for the reservation. If additional time is needed for set up or clean up, an additional fee will be charged.*
9. *Tables and chairs are available for use. Make your request on the reservation form.*
10. *Must show proof of a general liability insurance policy in the amount of at least \$1,000,000 with the City named as an additional insured for any space rented for over 30 days.*

City of Bullhead City
 Recreation Division
 2355 Trane Rd
 Bullhead City, AZ 86442
 Office (928) 763-9400 Fax (928) 763-0131
Phone number to call when office is closed Cell 715-4979
Suddenlink Community Center Use Application

Date of Application _____/_____/_____

Name of Organization:

Contact Person: _____ Title: _____

Mailing Address _____ City _____ State _____ Zip _____

Phone/Day _____ Cell Phone _____

Email Address _____

Total estimated # of Participants: _____ Type of Activity: _____

Date(s) of Activity: **Please provide exact dates needed:**

Time from _____ to _____ **(set up and clean up time must be included in your reservation)**
 (Hours of operation: 8:00 am-11:00 pm Sun-Thu and 8:00 am-12:00 am Fri-Sat)

Room/Space Requested: _____

Gymnasium: _____ hrs x \$50.00 x # of Days: _____ OR _____ Days x \$260.00 = \$ _____
 Stage: _____ \$50.00 = \$ _____

Multipurpose Room: _____ hrs x \$40.00 x # of Days: _____ OR _____ Days x \$160.00 = \$ _____

Meeting Room: _____ hrs x \$25.00 x _____ Days OR \$100.00 x # of Days: _____
 OR _____ Months x \$200.00 = \$ _____

Rental Deposit: \$150.00 per room (Includes Gym, Multipurpose Room, and Kitchen) = \$ _____

Kitchen: \$25.00 Daily Rental Fee x # of Days: _____ = \$ _____
 Stage: \$50.00 = \$ _____

Total Reservation Fee: = \$ _____

****IF DEPOSIT IS REFUNDED A CHECK WILL BE MAILED WITHIN 15-20 BUSINESS DAYS AFTER THE EVENT TO THE ABOVE ADDRESS.****

Additional Requests or Comments:

Approved by: _____

Date: _____

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Suddenlink Community Center
Media Package Application

Date of Application _____/_____/_____

Name of Organization: _____

Contact Person: _____ Title: _____

Mailing Address _____ City _____ State _____ Zip _____

Phone/Day _____ Cell Phone _____

Total estimated # of Participants: _____ Type of Activity: _____

Date(s) of Activity: **Please provide exact dates needed:** _____

Time from _____ to _____ **(set up and clean up time must be included in your reservation)**
 (Hours of operation: 8:00 am-11:00 pm Sun-Thu and 8:00 am-12:00 am Fri-Sat)

Media Available:

Wireless sound system _____ **\$150.00**

- CD player
- IPod port
- Radio
- 4 wireless microphones
- Adaptable to other inputs
- 4 wireless speakers

- Add 2 wired speakers - \$50 per pair (2 pair available) _____ **\$50.00**

Wired mixer _____ **\$100.00**

- Inputs for instruments, microphones, or other equipment
- 4 wired speakers
- 3 wired microphones

Projector _____ **\$200.00**

Inflatable screen _____ **\$150.00**

Flat screen TVs (each) _____ **\$100.00**

DVD players (no blu ray) _____ **\$30.00**

Blu Ray player _____ **\$45.00**

Total Fee: = \$ _____

Projector Screen included in Gym Reservation only!

Approved by: _____

Date: _____

SUDDENLINK COMMUNITY CENTER FEE SCHEDULE

Facility	Per Hour* 2 Hour Minimum	Per Day	Per Month	Per Month
Gymnasium 9,000 sq.ft. Occupancy - 374	\$50	\$260	Not Available	\$150.00
Multiple Purpose Room 1,360 sq.ft. Occupancy – 91/tables & chairs 194/chairs only	\$40	\$160	Not Available	\$150.00
Meeting Room 952 sq.ft. Occupancy – 48	\$25	\$100	\$200*	No Deposit Needed
Kitchen	Not Available	\$25.00	Not Available	\$150.00

OTHER FEES AS APPLICABLE

Cleaning/Security Deposit for Gymnasium, Multiple Purpose Room, and Kitchen - \$150 (refundable upon inspection)

Use of stage- \$50

Kitchen Rental Fee- \$25 plus \$150.00 Refundable Deposit

Staff Time – Based on the full burdened hourly rate to be determined in advance and agreed to by the City Manager or designee.

Suddenlink Community Center-2380 Suddenlink Way, Bullhead City, AZ 86442