TUMBLEWEED RECREATION CENTER RENTAL FEES

Chandler • Arizona

745 E. Germann Rd. • Chandler, AZ 85286 • 480-782-2900 • (fax)480-782-2929

RENTAL FEE STRUCTURE Reservations can be made up to one year in advance during regular business hours. There is a two-hour minimum per room and payment is due at time of reservation. A $500 damage deposit will be collected 30 days prior to the event date with a valid credit card.

ROOM	SIZE (SQ. FT.)	OCCUPANCY WITH TABLES & CHAIRS*	RESIDENT PRICE/HOUR**	NON-RESIDENT PRICE/HOUR**
Cotton Room North	1,953	100	$70	$95
Cotton Room South	1,595	100	$70	$95
Cotton Room	3,584	210	$125	$169
Meeting Room	400	25	$25	$34
½ Classroom	300	12	$25	$34
Full Classroom	600	24	$40	$54
½ Gymnasium	4,897	-	$100	$135
Full Gymnasium	9,795	-	$200	$270
Full Facility (1st Floor)	-	-	$500	$675
Courtyard	2,300	-	$125	$169
Kitchen	850	12	$25	$34
Set-up/Clean-up	-	-	$25	$34

- FEES ARE SUBJECT TO CHANGE -

** Occupancy varies depending on room arrangement, ** Prices do not include tax*

ROOM SET-UP TRC staff will provide the table and chair arrangement. If time is needed for decorating or bringing in materials or food, one hour will be $25 resident/$34 non-resident. If additional time is needed, the cost will be the regular room rate.

CLEAN-UP Each party is responsible for clean up after their event. One hour of clean-up is $25 resident/$34 non-resident and if additional time is needed, the cost will be the regular room rate.

AFTER HOURS The Gymnasium and Courtyard are only available when the TRC is closed.

Please fill out the reverse side to reserve a room at Tumbleweed Recreation Center.

TRC Tumbleweed RECREATION CENTER

www.chandleraz.gov/tumbleweed

TRC Tumbleweed
RECREATION CENTER

FACILITY RENTAL REQUEST FORM

APPLICANT NAME _____

MAILING ADDRESS _____
Street City, State Zip Code

PHONE NUMBER _____ **E-MAIL** _____

EVENT DATE _____ **ALTERNATE DATE** _____

START TIME _____ **END TIME** _____ **# OF SET-UP HOURS NEEDED** _____

NAME OF ROOM _____ **ATTENDANCE** _____

SERVING FOOD & DRINKS? **YES** _____ **NO** _____ **ALCOHOL?** **YES** _____ **NO** _____

CATERED? **YES** _____ **NO** _____ **NAME OF CATERER:** _____

POLICIES:

1. Reservations can be made 1 year in advance.
2. No ongoing reservations can be accepted.
3. There is a 2-hour minimum per room and payment is due at time of reservation.
4. Payment is accepted with cash, Visa, MasterCard or American Express and MUST be paid in full 30 days prior to event.
5. A damage deposit of $500 will be collected in a form of a credit card 30 days prior to event.
6. Alcohol is permitted after the TRC regular business hours.
7. A beer permit needs to be purchased and two (2) City of Chandler police officers must be hired and present during the entire event when alcohol is served.
8. No fundraising or exchange of money can take place at the Tumbleweed Recreation Center.
9. Refund policy is as follows:
   - 7 to 12 months prior to the event 25% will be withheld from the down payment.
   - 2 to 6 months prior to the event 50% will be withheld from the down payment.
   - Less than 2 months to the event 100% will be withheld with no refund.

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SIGNATURE _____ **DATE** _____

OFFICE USE ONLY

DATE SUBMITTED _____ **TIME SUBMITTED** _____ **STAFF INITIALS** _____

TRC Tumbleweed
RECREATION CENTER

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