



Community Center Guidelines & Application

90 Merrimon Ave, Asheville NC 28801

Thank you for your interest in the Greenlife Community Center! Please read the following carefully, as some of the rules and guidelines have changed.

General

Hours Available: 8am- 9pm

Maximum capacity: 60 people

You must be 21 to rent

No pets!

Set up and clean up time must be included in your rental hours. A 15 minute grace period is given before and after your event free of charge, but you will be charged for any more extra time taken.

Fee

\$30 for the first hour, \$15 for each additional hour

Half price for current Greenlife employees and non-profits with valid 501c3 tax ID number

Deposit

A deposit of \$100 (or a driver's license and credit card) is required at the start of your rental period. We ask that the room be as clean and in tact as you found it in order to receive your deposit back in full. Additionally, you must notify a store manager-on-duty when you arrive and when you depart. Leaving after your event without completing a walk-through with a manager will result in the loss of your deposit.

Publicity

Public events will be listed on our "Events Calendar" on our website, so please submit a short (75 word) description that includes cost and a contact for more information. An 8 ½ x 11, or smaller, flyer can be handed in to be hung on the "Greenlife Community Events" bulletin board on the patio (space allowing). However, we will not promote events for products that we do not carry in our store.

Specs of Facilities

1,100 sq feet of bamboo & tile flooring

(8) six foot tables, 50 chairs

Separate men & women's handicap access bathrooms

Pull down projection screen

Large wall-mounted dry erase board

Commercial kitchen with refrigerator, range, & 2 convection ovens (one full size, one half size)

No internet service available

{Office use only}

Greenlife Community Center Application

Contact Person: _____ Today's Date: _____

Phone #: _____ Email: _____

Name of Event: _____

Requested Date: _____ Requested Time: _____

Purpose of Event: _____

Estimated Number of Participants: _____ Is there a fee to attend? Yes No

If so, how much? _____ Can Greenlife employees receive a discount? Yes No

Name of Company or Organization: _____

Address: _____

Phone #: _____ Fax #: _____

Website: _____

Is the organization non-profit? Yes No If so, 501(c)3 Tax ID #: _____

Do any proceeds of event go to charity? Yes No If so, what percentage: _____

Please list charity organizations: _____

Please list any sponsoring organizations or businesses: _____

Greenlife Community Center Application Page 2

Have you spoken to a Greenlife employee about your event yet? Who? _____

How do you plan to promote your event, if public? _____

Do you need a Greenlife logo to put on promotional material? yes no

If so, what format? _____ Sent where? _____

Please provide a description of your event (if public) for our calendar & website:

It would benefit Greenlife Grocery to host this event because:

By signing this form, I assert that I have read the guidelines on the front page of this application.

I understand that this is a request to rent the Greenlife Community Center and not a written agreement to do so, that completion of this form places no liability on Greenlife to support this request, and that Greenlife Grocery reserves the right to deny rental requests at their discretion.

Responses will be given within 3-5 business days.

Printed name

Signature

Date

Drop completed form at Greenlife in person, fax at (828) 254-5220
or mail to Marketing Department, 70 Merrimon Ave, Asheville NC 28801

For questions & availability, call Nicole at (828) 254-5440 x1482
or email nicolew@greenlifegrocery.com