

# Clarence's Corner Reservation Form/ Procedures

Date of Event: \_\_\_\_\_

Group Name: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Time: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

1. Cleaning/Damage Deposit is \$100.00.
2. Key is available at Commissioners Office. Return key to Commissioners Office following use with report on number of bags of popcorn sold and payment for supplies used.
3. All bags are counted and stamped and bundled in groups of 50 bags. You are responsible for all bags. This is how you are charged for use of the building and for supplies.
4. You must follow the exact recipe at all times. Only use the oil, popcorn and salt provided in the building. Do not bring in other oil or popcorn supplies. This is to ensure a consistent, quality product.
5. The original popcorn machine is for display only. The power is shut off.
6. Due to Northeast Colorado Health Department Regulations, other than the popcorn, only sealed, pre-packaged products can be sold. You may sell cans of soda or bottles of water. Individually packaged ice cream products are permitted as well as candy bars, chips, etc. Coffee, hot chocolate and tea may be sold. You will need to supply your own pots, cups, napkins, etc.
7. DO NOT make caramel corn in popper.
8. **Use only the #4 white sacks provided.** The charge per bag is \$1. Please do not charge more or less.
9. If all instructions are followed, you will get 7 bags of popcorn from one batch of popcorn popped in the popper. Cost to your organization is 25 cents per bag sold for supplies. Your organization keeps 75 cents per bag sold for profit.
10. After closing for the day, take out the carpet runners and vacuum up all popcorn and dirt on floors and wipe up any spills on the floor. Wipe down all counters, put all popcorn oil and salt back in cupboards. Wash windows. Leave the building as clean as you found it. You will need to furnish your own cleaning supplies. It is recommended to bring a container of hot soapy water to use to clean with. There is no sink in the building due to health department regulations.
11. Turn off all lights and popcorn machine when leaving (including Open sign light). To lock the front window, you must use the dowel in the window track. Lock doors.
12. Please call Chance Wright at 520-0388 if there are any problems.

**I HAVE READ AND AGREE TO ABIDE BY THE ABOVE CONDITIONS AND FEES:**

\_\_\_\_\_  
Authorized Agent Date

Board of Commissioners approval: \_\_\_\_\_  
Chairman Date