



# WATER Center

## Facility Rental Agreement



### Lessee Information:

Group Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

### Event Information:

Event Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_ Classroom \_\_\_\_\_ Plaza \_\_\_\_\_ Aquarium Stage

\*For rental of other locations in Herman Hill Park contact Parks & Recreation Department at 316-268-4361

Rental Hours Requested \_\_\_\_\_ to \_\_\_\_\_  
Decorating Time \_\_\_\_\_ to \_\_\_\_\_  
Cleanup Time \_\_\_\_\_ to \_\_\_\_\_

Approximate Attendance number: \_\_\_\_\_

Caterer: \_\_\_\_\_

Alcohol:  Yes  No (Municipal Code: Section 4.04.045)

[http://library.municode.com/HTML/14166/level3/COORWIK\\_A\\_TIT4INLIBE\\_CH4.04INGE.html#COORWIK\\_A\\_TIT4INLIBE\\_CH4.04INGE\\_S4.04.045EX](http://library.municode.com/HTML/14166/level3/COORWIK_A_TIT4INLIBE_CH4.04INGE.html#COORWIK_A_TIT4INLIBE_CH4.04INGE_S4.04.045EX)

### Equipment Use:

Podium \_\_\_\_\_ Projection Screen \_\_\_\_\_ Audio/Visual \_\_\_\_\_

### Special Arrangements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fee Breakdown:

#### Classroom/Meeting Room

Base Rental Fee: \_\_\_\_\_  
Additional Rental Hours: \_\_\_\_\_  
Total Rental Fee: \_\_\_\_\_

	First 5 hours	Additional hour
Monday – Friday (8 am - 5 pm)	\$100	\$50
Monday – Friday (after 5 pm)	\$250	\$50
Saturday - Sunday	\$350	\$75

25% (non-refundable down payment) due upon booking: \_\_\_\_\_  
Damage Deposit (refundable) \$50.00 \_\_\_\_\_  
Balance of fees due one month before event: \_\_\_\_\_

Staff Initials
_____
_____
_____

**\*\*If cancellation occurs within 5 days of rental date, no refund will be given\*\***

The Lessee agree that at no time will the group remain in the above designated premises past \_\_\_\_\_ (a.m./p.m.).

The Lessee agrees and understands that all caterers must have proof of insurance acceptable to the WATER Center/City of Wichita.

The Lessee agrees that if alcohol will be provided that it will remain inside the WATER Center building.

The Lessee acknowledges and understands the rental procedures and building use regulation and agrees to those terms and conditions.

\_\_\_\_\_  
WATER Center Representative

\_\_\_\_\_  
Lessee

Date: \_\_\_\_\_