



WATER Center

Classroom Rental Agreement



Lessee Information:

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

Event Information:

Event Date: _____
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/COORWIKATIT4INLIBE_CH4.04INGE.html#COORWIKATIT4INLIBE_CH4.04INGE_S4.04.045EX

Equipment Use:

Podium _____ Projection Screen _____ Audio/Visual _____
Number of Tables _____ Number of Chairs _____

Special Arrangements:

Fee Breakdown:

Classroom/Meeting Room

Base Rental Fee: _____
Additional Rental Hours: _____
Total Rental Fee: _____

	First 5 hours	Additional hour
Monday – Friday (8:30 am- 5 pm)	\$100	\$50

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 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 Signature

Lessee Signature

WATER Center Representative Print

Lessee Print

Date of Agreement: _____

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