

BORDEN'S HOURLY OFFICE RENTAL AGREEMENT

General: This agreement is between Borden Owner, LLC. and _____ ("renter") for the use of the non-smoking facility at 103 West Legion Avenue, Whitehall, MT 59759 on _____.

Charges: The rental charge will be \$_____ and a security deposit of \$50.00 is required. Please issue a separate check for the deposit so that it can be returned.

Rates:	Full Day (More than 4 hours including setup and cleanup time)	\$50.00
	Half Day (Less than 4 hours including setup and clean up time)	\$30.00
	Hourly Rate (One hour or less including setup and clean up time)	\$15.00

The rental date will be confirmed upon payment of the security deposit. Hourly office rental must be paid in full no later than (7) seven days prior to the event.

Cleaning: The renter is responsible for the cleaning of the office space upon completion of the usage. The security deposit will be returned after the building and contents have been inspected by a Borden Owner representative. If additional cleaning, repair or property replacement is required, the appropriate amount will be withheld from the security deposit. If the security deposit doesn't cover any additional costs involved, then the renter is liable for the additional expenses.

Building Modifications: No building modifications will be allowed to include the permanent or temporary fastening of boards or other materials on any walls, ceilings, or floors with nails, glue, or other adhesive devices without written permission.

Cancellation: If the renter notifies Borden Owner by mail, e-mail, or by phone at least 7 calendar days before the rental date that the renter is canceling, the renter will receive a full refund of their security deposit.

Insurance: Borden Owner requires proof of insurance from all renters. A copy of the organization certificate of insurance will be required prior to the event. If the renter intends to serve alcoholic beverages of any type, the certificate of insurance must include "host liquor liability."

If the renter is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance along with the renter's coverage. If alcohol is served, the caterer must provide a certificate of insurance with "liquor liability" included. The renter may omit "host liquor liability" when caterer "liquor liability" coverage is provided.

RENTER POINT OF CONTACT	SIGNATURE	TELEPHONE
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BORDEN OWNER POINT OF CONTACT	SIGNATURE	TELEPHONE
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DATE: _____

HOLD HARMLESS AGREEMENT

I [we] agree to indemnify and save harmless Borden Owner LLC. against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with Borden Owner, or while in or about the building or premises, or arising from accident or any injury not caused by an act of Borden Owner, its agents or employees, to anyone attending the event for which I [we] have rented the conference room facility or arising from liens or claims resulting from the performance of this contract.