

The Bellefontaine Belle Society
THE LODGE
P. O. Box 6056
Bellefontaine, MS 39737
Phone (601) 573-6158



THE BELLEFONTAINE BELLE – THE LODGE RENTAL AGREEMENT

Print Name_____

Mailing Address_____

City, State, Zip_____

Work Phone_____

Home Phone_____ Email_____

Renter's Signature

Date

The Lodge Signature

Date

For Office Use Only

Total Amount Charged \$_____

Deposit Received \$_____

Date_____ Receipt #_____

(No Receipt Given for Deposit Check) ☐

Initials_____

Keys provided to_____

Date keys returned_____

Amount of Deposit Returned \$_____

Date Deposit Returned_____

Deposit Returned: ☐ By Mail

☐ In Person

To_____

Address_____

Conditions of Rental Agreement:

1. A walk through with staff is required. Please contact Jessie Davis (662-809-1968) or Susan Dyjak (970-222-1179) to schedule the walk through, at least 24 hours before your event.
2. Permission and scheduling for the use of the Lodge is issued through the Lodge staff.
3. A written agreement for the use of the Lodge shall be granted and authorized by Lodge staff and Renter representative. Renter accepts responsibility for the actions of its representatives related to the rental agreement.

THE KEY SHALL NEVER BE TRANSFERRED TO AN OTHER PARTY FOR ANY REASON.

4. It is Renter's responsibility to ensure the building is maintained and in good condition at the conclusion of the event.
5. All Renters will be billed and/or charged for any additional costs associated with breakage or unreasonable wear to the Lodge or an unclean or damaged condition.
6. Adult sponsors must supervise events to ensure proper care and use of property.
7. Smoking is not allowed in any of The Lodge.
8. Alcohol is not permitted in The Lodge.
9. A cancellation or refund request must be submitted in writing to The Lodge and will be made at The Lodge's discretion.
10. PLEASE NOTE:
 - NO DUCT TAPE
 - NO SCOTCH TAPE
 - NO NAILS
 - NO STAPLES
 - NO TACKS
 - NO GLITTER
 - NO PAINTING
 - NO OPEN FLAMES
 - NO FIREWORKS
 - NO SAND, SALT ON FLOORS

Blue painters' tape made for painted surfaces are allowed. Command Strips are allowed.
Check with The Lodge staff.

Enjoy your event. Come back to visit with us.

Thank you,
The Lodge.