



# THE LION ROOM

- CONFERENCE CENTER -

## Rental Agreement

- Please Print -

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone (most likely to be reached): \_\_\_\_\_ Email: \_\_\_\_\_

Event Details: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ Interested In Catering?: \_\_\_\_\_

### Please acknowledge the following items by checking each box below:

- Maximum occupancy is limited to 85 people and 40 vehicles
- Renter agrees to accept all charges incurred during the event.
- Rental balance is due four weeks before event. You may request a refund as late as two weeks before event, less 50%.
- Children must always be accompanied by an adult.
- Renter shall comply with all local and federal laws including fire, health and sanitary laws.
- Prior approval is required for candles or open flames used during event.
- Damage to walls, trim, sound panels, etc. is prohibited. This includes thumb tacks and tape that may damage paint.
- Smoking is not permitted inside of The Lion Room.
- Renters shall make no changes to any part of the building without prior consent.
- Kitchenette is available for sink and refrigerator use. Crock pots may be used for warming - cooking is prohibited.
- Entry to offices or kitchen is strictly prohibited, even if unlocked.
  
- Renter will take all trash to the green bins outside after the event.
- Leave tables and chairs set up after your event. Do not stack tables and chairs against the wall during or after the event
- Lock all doors and leave any borrowed keys inside. Exit out of the main door from the banquet room. It will lock behind you.
  
- Renters and renter's guest promise to take care of the property. Renters will do their best to ensure that there is no damage to the premises. Any damages above and beyond the deposit amount will be the responsibility of the renter. Renter's Credit Card may be used to cover damages not paid by the Renter.

#### This section to be filled out by office personnel:

Room rate: \_\_\_\_\_, After hours: \_\_\_\_\_, Cleaning: \_\_\_\_\_, Events with 40-50 people: \_\_\_\_\_,  
More than 50 people: \_\_\_\_\_, Conference room: \_\_\_\_\_, Kitchen: \_\_\_\_\_, Other: \_\_\_\_\_.

**Total event price** (not including deposit): \_\_\_\_\_

**Deposit Amount** (Circle *one* of the following): \$100.00 (no alcohol at event) or \$300.00 (event with alcohol)

Paid today: \_\_\_\_\_ Remainder to be Paid: \_\_\_\_\_ Pay balance by: \_\_\_\_\_

\* 4% is added to payments made by credit card.

Please Sign and Date: \_\_\_\_\_