



# Oneida Kallet Civic Center Marquee Rental Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Representing: \_\_\_\_\_ Bus Phone: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**RENTAL RATES/DATES:**

First day fee of \$100.00, each additional day- fee of \$25.00  
 One-week rental (7 consecutive days)- \$225.00

Date Up: \_\_\_\_\_ Date Down: \_\_\_\_\_

**Total Days:** \_\_\_\_  
**Total Fee:** \_\_\_\_  
**Date Paid:** \_\_\_\_\_  
 **CHECK**  **CREDIT CARD**  **CASH**  
**Checks payable to:** *Entertainment Services*  
**Payment taken by:** \_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

- NORTH MARQUEE** (faces Farrier Ave) **18** Spaces Per Line Available
- WEST MARQUEE** (faces Main St.) **18** Spaces Per Line Available
- SOUTH MARQUEE** (faces Driveway) **15** Spaces Per Line Available

**PLEASE NOTE:**

- All three sides of the marquee have 3 lines available.
- Depending on previous bookings and availability you **may** select which side of the marquee you prefer to have your message appear on.
- Print message as you would like it to appear on the marquee.
- Use one block per character which includes: number, punctuation mark or spaces. Please note number of available spaces per line as above. **SPACES COUNT AS CHARACTERS.**
- Marquees will go up no later than 11:00am on your scheduled day, weather permitting.
- Marquees will come down no earlier than 9:00pm on your scheduled day, weather permitting.
- In the event that your marquee goes up prior to, or comes down later than, the scheduled day(s), there will be no additional charges.
- The Oneida Kallet Civic Center reserves the right to refuse a rental request or take down any message it deems inappropriate for public viewing.
- If paying by credit card please note a 3.9% service charge will be added.
- All Rentals do not include tax of 8%.

**I understand that this signature is required to confirm my identity as the lessee stated above. I further understand that I am subject as a lessee to all rules and requirements outlined in this form, and that my lease may be refused or cancelled for non-payment or any submitted message that is deemed inappropriate by the Oneida Kallet Civic Center.**

\_\_\_\_\_  
 Marquee Lessee Signature

\_\_\_\_\_  
 Oneida Kallet Civic Center Signature