



Method of Payment

Exhibit Hall

Renter Name: _____ Date of Event: _____

Type of Function: _____ # of Attend: _____ Event Start/End Times: _____

All fees must be PAID IN FULL 30 days before event

* Rental includes ice machine, coat room, and ample parking, access to lobby area

*Half Hall (up to 8 hours) Rental Period (between 9am-12am)		\$1200.00	
*Whole Hall (up to 8 hours) Rental Period (between 9am-12am)		\$1600.00	
Decorating & Set Up	# of Hours x	\$125.00	
Post-Event Cleaning & Tear Down	# of Hours x	\$125.00	
Extra Hour (9am -12am)	# of Hours x	\$200.00	
Extra Hour (12am-1am)	# of Hours x	\$400.00	
Diameter Round Table (5ft)	# of Tables x	\$15.00	
Long Banquet Table (8ft)	# of Tables x	\$15.00	
Blue Padded Banquet Chairs	# of Chairs x	\$1.00	
Dressing/Changing Room (up to 3 rooms)	# of Rooms x	\$100.00	
39" Tall Black Cabaret Tables (set of 6)		\$100.00	
Kitchen/Concession Window		\$300.00	
"Hotbox" Food Warming Equipment		\$200.00	
Commercial Gas Stove/Oven		\$250.00	
Glass Room		\$150.00	
Projection Screen		\$50.00	
Platform (8x12x1)		\$100.00	
		Sub Total	
* If Renter cancels the event, the deposit is not returned.		Refundable Security Deposit	\$750.00
		Non-refundable Cleaning Fee	\$150.00
		Grand Total	

Make checks payable to: **OSDAA**

Renter agrees to compensate for all rental fees as defined by this payment sheet in accordance with the Ohio School for the Deaf Alumni Association to reserve the Community Center facilities.

Renter Phone No: _____ Email: _____

Printed Name

Signature

Date

Ohio School for the Deaf Alumni Association

Approval By/Printed Name

Signature

Date