

Stamps-Rhine Community Center Rental Agreement

I, _____ (renter) hereby express interest in renting the **Stamps-Rhine Community Center/SRCC** (Facility) and consent to the following applicable rules and regulations, for the purposes of _____ (event) on _____ (date) beginning at _____ (start time) and ending at _____. *Please note your start time includes set up time more than 15 minutes before event; and, the end time is when you should have all your attendees clear of the center. This includes clean up by the renter. Any events running more than 15 minutes past the agreed upon end time will be charged for an additional hour.

Please fill out the below information and email completed form to Vince.Carter1327@gmail.com with the "Completed Rental Agreement" as the subject.

Name of Organization/Renter: _____

Contact Person: _____

Cell: _____ E-mail Address: _____

City: _____ State: _____ Zip: _____

Alternate Contact/Phone: _____

Type of Event: _____

Expected number of attendees: Youth _____ + Adults _____ = Total _____

Is your organization a not-for-profit – 501(c)(3)? Yes _____ No _____ (if yes please provide appropriate documentation)

Is this event open to the public? Yes ___ No ___ If yes, what is the cost of admission/tickets: _____ (Note: Stamps-Rhine Center requires that events be closed to the public. Any event open to the public must be pre-approved.)

Any damages resulting from your event will result in the following additional charges. Damages to wall, mirrors, windows or other fixtures will be billed to the renter on file. All tape, adhesives, and decorations must be removed without damages.

Chairs - \$25

Round Tables - \$140

Banquet Tables - \$125

NOTE: STAMPS-RHINE CENTER RESERVES THE RIGHT TO REFUSE ANY RENTAL FOR ANY REASON WITHOUT PROVIDING CAUSE. ANY BREACH OR CHANGE IN YOUR APPROVED RENTAL AGREEMENT WITHOUT PERMISSION WILL RESULT IN CANCELLATION OF YOUR EVENT AND LOSS OF RENTAL FEE. ALSO, YOUR RENTAL IS WILL NOT BE CONFIRMED UNTIL YOUR DEPOSIT HAS BEEN RECEIVED. ALL DEPOSITS ARE NON-REFUNDABLE.