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LEASE AGREEMENT – COVER PAGE


PRIDGEON COMMUNITY CENTER

Rental Date: _____ / _____ / _____ Name: _____

Day of Event: Sun Mon Tues Wed Thurs Fri Sat Organization: _____

Type of Event: _____ Phone number: _____

Time of Event: _____ Address: _____

Fees & Deposits 	Main Hall	Partitioned Area <small>Not available for rental on Saturdays until 2 weeks before rental date (if Main Hall is not rented)</small>	Franklin Room	Robertson Room	Pridgeon Room	Covered Patio
Seating Capacity:	800 auditorium style 466 with tables	96 with tables (40 classroom style)	48 with tables (24 classroom style)	32 with tables (16 classroom style)	12 with conference table	
Security Deposit	\$300	\$100	\$50	\$50	\$50	\$50
Rental Fee - Non-Chamber Member	Saturday: \$500 Non-Saturday: \$300	\$150	\$15 hour (\$50 minimum)	\$15 hour (\$50 minimum)	\$15 hour (\$50 minimum)	\$50
Rental Fee - Chamber Member, School, Church	Saturday: \$350 Non-Saturday: \$200	\$100	\$10 hour (\$50 minimum)	\$10/hour (\$50 minimum)	\$10/hour (\$50 minimum)	\$50
Optional Set Up Fee	15 or less tables: \$50 16 or more tables: \$100	\$50	\$25	\$25	N/A	\$50
Optional Take Down & Clean Up Fee	15 or less tables: \$100 16 or more tables: \$200	\$100	\$50	\$50	N/A	\$100

<p>Room Rental Fees: \$ _____</p> <p>Optional Amenities:</p> <p>Tablecloths: \$7/each Yes/No (invoiced separately after event)</p> <p>PA System: \$50 \$ _____</p> <p>Multimedia Projector: \$30 \$ _____</p> <p>Piano Keyboard: \$50 \$ _____</p> <p>TOTAL RENTAL FEES DUE: \$ _____</p>	<p>Security Deposit Paid: _____ / _____ / _____ Due at time of reservation</p> <p>Rental Fees Paid: _____ / _____ / _____ Main Hall: due 14 days prior to event Other areas: due prior to day of event</p> <p>Tablecloth Rental: _____ (#used) x \$7 = \$ _____</p> <p>Tablecloth Rental Paid: _____ / _____ / _____</p> <p>Key Returned? Yes/No</p> <p>Date Security Deposit Refunded: _____ / _____ / _____ Refunded within 2 weeks after event in accordance with Section 3 of Lease Agreement</p>
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For office use only:	
Key # _____	Reservation made by: _____ Date: _____