*(Please Print Neatly)*

 Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s First and Last Name:

Mailing Address:

City, State & Zip:

E-mail Address:

Contact Phone Number:

*(Can we text on this number?) Yes / No*

*The undersigned hereby agrees to rent the Community Room/Auditorium of the Conrad N. Hilton Memorial Park and Community Center @ $100.00 per. hour rate, including all required deposits; and to adhere to all rules and procedures governing the use of the Centers’ facility. All Monies are due before the actual date of the event. You will be given a door code or key after FULL payment has been paid to the Hilton.*

Date of Event:

Time of the actual event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) \_\_\_\_\_\_\_\_\_\_ hours

*Time needed to setup and breakdown/clean up:*

*The Hilton will give you 2 (two) free total hours to either setup and or breakdown/cleanup.*

*You, the renter, are financially responsible for the remaining hours.*

Setup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) \_\_\_\_\_\_\_\_\_\_hours

Breakdown/Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (am/pm) \_\_\_\_\_\_\_\_\_\_hours

 *Remember to Subtract 2 free hours from the total*….Setup / Breakdown / Cleanup \_\_\_\_\_\_\_\_\_ hours

TOTAL hours needed for the event plus time for Setup/Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL HOURS.

 Total Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X $100.00 per hour = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is also necessary for us to require a security deposit in addition to the charges to rent the facility. This deposit fee is also to hold your date on our calendar: This deposit is refundable if there are no damages and the facility is properly cleaned.*

 $250.00 Security Deposit Regular Rental ~ $350.00 Security Deposit where alcohol is present.

Renter’s Signature:

Renter’s Printed Name:

*(Upon signing this I am stating that: I have read, understand and agree to the terms of the contract.*

Office Use Only:

Name on Rental:

Date of Initial contact about rental; (Penciled in on Calendar):

Date of Event (when the venue is needed):

Security Deposit Received: $

Date Security Deposit Received:

Down Payment Received and Date: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Final Payment Received and Date: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Total Monies Received: $**

Check / Cash Check #

Key # given / Key Code given:

Date Key/Code given:

Date Key Returned:

Security Deposit Returned (Amount and Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date):

Signature of renter upon key return and receipt of security deposit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Approved by): Dixon Seider, Executive Director