

Rental Contract
Chamber of Commerce Conference Hall

Contract Date: _____ Event Date: _____

Name: _____ Organization: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Type of Event/Purpose: _____

Set-up Time: _____ Event begins: _____ Event ends: _____

Special requests/needs: _____



Total Deposit: _____	Date Paid _____	
Total Rental: _____	Date Paid _____	
Security Officers _____	Date Paid _____	
Other charges: _____	Date Paid _____	Amount _____

Contract Total: \$ _____ (includes hall rental and use of projection system)

Leasing Party Signature: _____ Date: _____

Approved by: _____ Date: _____



By signing below, I acknowledge that I have toured the facility and am prepared to be responsible for the facility during my event. I have read and agree to abide by all the rules, regulations, and terms of rental as stated.

Deposit refunded: _____ Approved by: _____

Leasing party: _____ Date: _____