

Rental Agreement



Date of Event:		
Time of Event:		
Time of Event Including Set-up and Clean-up		
Arrival Time:	Departure Time:	Total Number of Hours:
Type of Function:		
Number of Attendees (please confirm final head count 1 week prior to event):		
Renter Name (or organization name, if applicable):		
Contact /Authorized Event Representative:		
Contact Information		
Phone (main):	Phone (cell):	
Email:		
Full Address:		
Vendor Information		
Vendor # 1		Arrival Time:
Vendor Name/Type:		Phone (main):
Full Address:		
Vendor # 2		Arrival Time:
Vendor Name/Type:		Phone (main):
Full Address:		
Vendor # 3		Arrival Time:
Vendor Name/Type:		Phone (main):
Full Address:		
Main Function Room Set-up (check all that apply)		
Lecture style:	Seated:	U-shaped Set-up:
Number of Tables and Chairs Needed (specify number needed)		
Round Tables – 4 ft. diameter fit 7 chairs each (10 tables available):		
Rectangular Tables – 6 x 2.5 ft. fit 8 chairs each (10 tables available):		
Rectangular Tables – 6 x 2 ft. fit 8 chairs each (11 tables available):		

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Equipment/Facilities Requested (check all that apply)			
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Main Function Room	<input type="checkbox"/> Patio	<input type="checkbox"/> Internet
<input type="checkbox"/> Digital Projector	<input type="checkbox"/> Podium	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Folding Easel
<input type="checkbox"/> Table-top Lectern	<input type="checkbox"/> Screen	<input type="checkbox"/> 36-cup Hot Water Urn (2 available)	<input type="checkbox"/> 36-cup Coffee Urn (2 available)
Special Requests:			
Total Due: \$		Cleaning and Damages Deposit: \$250	

I understand that this contract is subject to the terms and conditions contained in the Rental Information and Guidelines. My signature below indicates that I have read the Garden in the Woods Rental Information and Guidelines and that I assume full responsibility for the behavior of my guests, caterers, vendors, and others associated with my event at Garden in the Woods.

Print Name/Write Signature

Date