

CEDAR PARK EVENT CENTER

Rental Agreement

4880 Cedar drive

Office (918) 422-5101 ext. 2 Fax:(918) 422-5108

www.westsiloamsprings.com



Name: _____

***COPY DRIVER'S LICENSE

Mailing Address: _____

Cell Phone #: _____

12 hrs. (\$700.00)

8 hrs. (\$500.00)

5 hrs. (\$375.00)

3 hrs. (\$225.00)

Type of Event _____ **Event Date** _____

Time IN: _____

Time Out: _____

Refundable Deposit: \$200.00 _____ Refundable Deposit with Alcohol: \$400.00 _____

Rental Fee: \$ _____

Balance Due: \$ _____

***Residents of the Town shall be charged \$62.50 an hour plus the refundable deposit (with proof of residency)

***Church or Nonprofit organizations to be charge \$31.25 an hour plus the refundable deposit

(Full payment is required with signed contract before reserving your date)

NOTE: Our event Center only has the capacity for 65 people

INITIAL

- _____ The renter is responsible for any or all damages and injuries related to your rental event at the Venue.
- _____ When Serving alcohol, security is required and must be set up through West Siloam Springs chief of police. 1 Officer required at \$25.00 an hr. Officer will Remain outside for the entire evening.
- _____ Any Change or false information that you provide on this contract is cause for shutting down your event at any time with no refunds.
- _____ All criminal activity or damages will be dealt with in the proper manner and will also be grounds for shutting down your event.
- _____ If anything is damaged or broken you will lose your full deposit.
- _____ **NO** Alcohol outside of the building.

There will be No smoking inside!

Absolutely No thumbtacks, staples, or nails are to be used for hanging decorations!

You may use other alternatives such as the command sticky strips or tape. Nothing that will put holes in our walls!

NO deposits will be refunded for any cancellations. NO EXCEPTIONS!!!

Failure to follow the ("**Before You Leave**") To Do List Will **Forfeit your WHOLE DEPOSIT!!!**

Alcohol Policy

Will alcohol be Present at your event? Yes: _____ No: _____

(Signature): X _____

I understand that alcohol shall not be served to a person under the age of twenty-one (21) and that anyone serving or consuming alcohol that is the age of twenty-one (21) or Older, **by signing this, I will be Responsible for their actions.**

Rental Agreement (Renter)

I have read and understand the Facility Use Guidelines and agree to be bound by all terms contained therein and all terms of this Rental Agreement.

Executed on (Date) _____ at West Siloam Springs, Oklahoma

"Name" X _____ X _____
(Print) (Signature)

Deposit Refund Return: Amount

Date Signature X _____

AUTHORIZED CLERK _____