

**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

Signature: \_\_\_\_\_

Deposit Refund Amount: \$ \_\_\_\_\_

Date Signature: \_\_\_\_\_