

CASAMERO LAKE CHAPTER FACILITY RENTAL AGREEMENT

Separate Form Must Be Filled Out For Each Rental

Name of Renter: _____ Today's Date: _____

Home Phone: _____ Work / Message #: _____

Address: _____ City: _____ State: _____ Zip: _____

Purpose of Rental (must be approved): _____

<u>DAYS</u>	<u>RENTAL RATES w/ NN TAX</u>	<u>DATE REQUESTING</u>	<u>TIME USAGE</u>
-Week Days (Mon - Thurs)	\$30.00 + \$1.80	_____	From: _____ To: _____
-Weekends (Fri / Sat / Sun)	\$50.00 + \$3.00	_____	From: _____ To: _____
-Holidays (NN & Federal)	\$50.00 + \$3.00	_____	From: _____ To: _____
-NN Department Meeting	\$0.00	_____	From: _____ To: _____
-Donation Mtg / Funeral Reception	\$0.00	_____	From: _____ To: _____

TOTAL: Total Days x Rental Rate + 6% Sales Tax = _____
FEE TOTAL: \$ _____
CLEANING DEPOSIT: \$ 100.00
TOTAL AMOUNT DUE: \$ _____

PLEASE READ THE NEWLY REVISED RENTAL AGREEMENT (attached). If the rental fee and deposits are not received within two (2) days prior to chapter reserved date, Casamero Lake Chapter shall no longer hold the request date of event for the renter and shall be free to re-book the facility to another requestor.

Renter's Signature

Date:

Chapter Manager's Signature

Date:

Manager's Comment: _____

Add Note After Contact: _____

AMOUNT PAID: \$ _____	AMOUNT REFUNDED: \$ _____
RECEIPT NO.: _____	REFUND RECEIVED BY: _____
REFUNDED BY: _____	