

The Kirbo Regional Center
Contract and Rental Agreement

Name of Person/Organization/Group: _____

Address: _____

Contact Name: _____

Address (if different than above): _____

Phone: _____ Evening: _____

Date reservation was made: _____

Rates and Fees:

Rental Date(s): _____

Hours of Rental: _____

Room(s) Needed: _____

Advance Rental Fee: _____ Date Paid: _____ Staff: _____

Remaining Balance: _____ Date Paid: _____ Staff: _____

Damage Deposit Paid: _____ Date Paid: _____ Staff: _____

Reservation / Cancellation Policy:

Full payment is due within 5 days of reservation. An agreed upon damage deposit will need to be made in the form of a separate check and is also required at the time of reservation. Cancelled event monies are not refundable, but may be credited to another booking date within twelve (12) months from the date booking is paid. The booking deposit is non-transferable if the event is cancelled less than 6 weeks before the event.

By signing this agreement, I acknowledge that I have received and read all of the rules pertaining to the Community Building. I understand that all rules must be followed at all times during the rental period.

Signature

Date