

**TOWN OF MEDICINE PARK RESIDENT
EVENT CENTER RENTAL AGREEMENT
19001 Hwy 49, Medicine Park, OK 73557**

1. PARTIES: **TOWN OF MEDICINE PARK** ("Town")
 _____ ("Renter")
2. DATE(S): _____
3. TIME OF EVENT: _____ AM/PM to _____ AM/PM
 PREP TIME: _____ AM/PM to _____ AM/PM
4. TYPE OF EVENT: _____
5. NUMBER OF ATTENDEES EXPECTED: _____ (Limit of 150 for indoor seating, 30 for outdoor/patio seating)

6. TERMS FOR FRIDAY-SATURDAY-SUNDAY:
 Half Day \$285 (Maximum number of hours: 6.)
 Full Day \$550 (Maximum number of hours: 12.)

Sound System Rental \$75.00	Rental Fee	\$ _____
Linen Rental Fee \$100 Tablecloths + \$1 per Chair Cover	Sound System Rental	\$ _____
\$250 Refundable security deposit required	Linen Rental	\$ _____
	Refundable Deposit	\$ 250.00
	Cleaning Fee	\$ 100.00
	TOTAL:	\$ _____

TERMS FOR MONDAY THRU THURSDAY: \$40 per hour with a \$100 refundable deposit.

Hrs _____ X \$40 = \$ _____ (minimum 2)
Linen Rental \$ _____
Sound System Rental \$ _____
Refundable Deposit \$ 100.00
Cleaning Fee \$ 100.00
Hrs Decorate/Prep # Hrs _____ X \$20 = \$ _____ (maximum 2)
TOTAL: \$ _____

CLASSES OR WORKSHOPS THAT ARE COMMUNITY-BASED, MONDAY THRU FRIDAY ONLY: \$40 per hour with a \$50 refundable deposit.

Hrs _____ X \$40 = \$ _____
Refundable Deposit \$ 50.00
Cleaning Fee \$ 100.00
TOTAL: \$ _____

For Refund of Deposit, premises must be returned to original condition and cleaned up according to specified instructions. May NOT remove curtains, pictures from walls, or hang any decorations on walls or ceilings with staples, thumbtacks, or tape. Any damage to walls, ceilings, or any part of building or furniture will result in forfeit of entire deposit.

7. PAYMENT: Payment to the Town is due at the time of signing this agreement. Check or Money Order should be payable to the Town of Medicine Park. Credit Card payment accepted at City Hall. (fees applied) Deposit must be paid to reserve date. Balance is due in full within 30 days of booking.
8. CANCELLATION POLICY: If booking is cancelled more than 30 days before scheduled event, \$75 will be retained to cover administrative costs. If booking is cancelled less than 30 days before scheduled event, \$150 will be retained to cover administrative costs and/or loss.
9. WAIVER OF CLAIMS: Renter agrees to waive all claims against the Town that may arise as a result of the use of the premises and will hold the Town harmless from any and all such claims.

AGREED:

RENTER:

_____(Signature) _____ Date _____
 _____(Print Name)

Address: _____ City _____ State _____ Zip _____

Phone: (_____) _____ - _____ Email: _____

TOWN:By: _____ Date _____