



# FACILITIES RENTAL FORM

Date Submitted \_\_\_\_\_

Name/Group/Organization \_\_\_\_\_

WCA Member       Non-Profit 501(c)(3)

Contact

Phone

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Describe activity \_\_\_\_\_ No. of participants \_\_\_\_\_

Event Date:	
In at:	Out by:

*(Rental time includes setup and cleanup. Please include adequate time for both.)*

	Rental Rates* Effective July 1, 2019	WCA Members and/or Non-Profit 501(c)(3)		Non-member	
		0-5 hours	6 or more hours	0-5 hours	6 or more hours
<input type="checkbox"/>	Children's Party	\$50	Not available	\$75	Not available
<input type="checkbox"/>	With kitchen	\$75		\$100	
<input type="checkbox"/>	Function Room	\$100	\$150	\$150	\$225
<input type="checkbox"/>	With kitchen	\$135	\$185	\$185	\$260
<input type="checkbox"/>	Projector & screen	\$25		\$25	
<input type="checkbox"/>	Audio equipment*	No charge		No charge	
<input type="checkbox"/>	Wi-Fi capability	\$25		\$25	
<input type="checkbox"/>	Custodial Services**	\$25-35 per hour with a 2-hour minimum			
<input type="checkbox"/>	Timmy Patten Park***	\$50		\$100	

\* to play music - a shielded attenuating audio cable for phono/amp to phone/tablet is required and available at electronic stores and online.

\*\* a list of services is available on request

\*\*\* does not include exclusive use of the park

**SPECIAL RATES:**

Rent the Function Room 3 times within one calendar year and the 3<sup>rd</sup> booking is 1/2 off.

Additional multiuse and weekly rates are available on request.

**NOTE:** A \$50 refundable cleaning and damages deposit is required and will be refunded if facility is left in its original condition (trash removed, floor swept, and dishes washed and put away).

Special requirements attached.    Alcohol will be served.    Food will be served.    Insurance coverage attached.

NOTES: \_\_\_\_\_

**WILMOT COMMUNITY ASSOCIATION RELEASE AND INDEMNIFICATION:**

I/We \_\_\_\_\_ agree to indemnify and hold harmless the Wilmot Community Association (WCA), its members, officers, board members and employees from and against any and all losses, claims, damages, injuries, liabilities, actions, costs or expenses, joint and several to which the WCA may become subject (including any legal or other expenses reasonably incurred by it in connection with investigating any claim against it and any amounts paid in settlement or compromise) insofar as such losses, claims, damages, injuries, liabilities, actions, costs or expenses arise in connection with or are based upon (i) the negligence, recklessness or intentional conduct of user or user's guests, attendees, or other persons during the above agreed usage times; (ii) breach of any agreement of user hereunder; or (iii) failure of user or user's guests, attendees, or other persons to comply with the WCA's facility use policy. I/we also understand and agree that the WCA's Board of Directors has sole discretion in determining use of the above facilities and that I/we have read and will abide by the WCA's Facility Use Policy.

By signing this document, I further certify that I have read and agree to abide by the WCA Facilities Use Policy.

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Total cost of rental \$ \_\_\_\_\_

\$50 refundable security is due with application, payable in a separate check.

50% deposit due with application \$ \_\_\_\_\_

Balance due no later than 1 week before the date of event \$ \_\_\_\_\_

*Note: If renter cancels 60 or more days prior to the event: the deposit will be refunded in full. 15 to 59 days prior to the event: 50 percent of the deposit will be refunded. Within 14 days of the event: no refund.*

*The WCA reserves the right to cancel a function at any time, even if it is in progress, if the terms of the Rental Agreement are violated by the Renter or his/her guests. This may be done at the WCA's sole discretion. The decision shall be binding and final. In such cases, the WCA shall retain all payments and shall not be liable for any charges or forfeited deposits.*

**WCA Use Only**

Date approved \_\_\_\_\_ WCA Authorizing Agent \_\_\_\_\_

\$50 Security Deposit Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

50% Deposit \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

Total Paid \$ \_\_\_\_\_ Ck. # \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_ added to online calendar