

HAMPTON SENIORS RESOURCE CENTER INC.
RENTAL CONTRACT

DATE OF RENTAL _____
NAME _____
ADDRESS _____

PHONE NUMBER: HOME _____ CELL _____

To Reserve the Hall, a contract must be signed and a cheque or e-transfer for the full amount of the rental is required to hold your reservation. A second cheque dated for the day of the event in the amount of \$200.00 for the damage deposit.

There will be a \$150.00 cancellation fee if the event is cancelled without 60 days notice.

Center e-mail: hamptonresource@bellaliant.com Clients e-mail: _____

HOURLY RATE:... \$40.00 per hour (up to \$350.00 maximum per day) _____

KITCHEN RENTAL.....\$50.00.....IF CATERED \$100.00 _____

CLEAN-UP FEE.....\$50.00 (mandatory) _____

PA system included (amp, speaker & microphone)

Rental of a full Sound system \$75.00 (system is available-ask for details) _____

15% Tax _____

TOTAL _____

DAMAGE DEPOSIT CHEQUE.....\$200.00 Damage Deposit Cheque will be returned with the invoice provided there is no damage.

DAMAGE

Loss of damage deposit would be for the following reasons:

1. Any sign of smoking taking place in the building.
2. Any damage done to the building, fixtures, or grounds.
3. Any use of tacks, nails, masking tape etc. that damage the walls and paint.
4. Any unnecessary or excessive clean-up.
5. Plastic tablecloths or liners must be used on tables.(can be purchased here)

Caterer Name, Address and Phone Number _____

KEYS

A SET OF KEYS WILL BE GIVEN TO _____ AND THEY WILL BE RESPONSIBLE FOR PICKING UP & RETURNING KEYS.... Call 832-4946

NOTICE OF OCCUPANCY : (CHAIRS ONLY: 300) (CHAIRS & TABLES 200)

AS PER OFFICE OF THE FIRE MARSHAL.

SIGNED: _____ DATE: _____

INVOICE # _____