



womanspace

FACILITY RENTAL CONTRACT

CONTACT INFORMATION:

Renter's Name _____

Event Description _____

Address _____

City/State/Zip _____

Phone [cell • landline] _____ E-mail _____

RENTAL INFORMATION:

Whole Campus Rental - \$200/hour \$200 x _____ Hours = _____

- Private use of whole campus for desired number of hours
- Includes chairs for 100 people (Tables available to rent for \$10 each)
- Campus will be closed to the public during event

Individual Space rental - \$100/hour \$100 x _____ Hours = _____

- Use of one of the following spaces (please circle)
 - Anjali Pavilion
 - Pine Forest Sanctuary & Gardens
 - Labyrinth & Prairie
 - New Dimensions Art Studio
 - Main Building
- Please note: The rest of the campus will be open to the public

Chairs (tan, plastic folding chairs) \$2 x _____ Tables = \$ _____

8-foot tables \$10 x _____ Tables = \$ _____

Ivory Linens for 8-foot tables \$6 x _____ Tables = \$ _____

EVENT DETAILS:

Date: _____

Time: _____ to _____

Estimated Event Attendance: _____

CLEANING FEES:

Renter agrees to return the rented area to its original order before leaving the premises.
If the area is not left in good order, a cleaning fee of \$_____ will be retained by Womanspace.

RENTAL COST:

Total Facility Cost (Whole Campus or Total Hourly) \$_____

50% Deposit of Total Facility Cost \$_____ must be made to Womanspace to hold event date.

Remaining Balance (including cleaning deposit and item rentals) of \$_____ must be paid to Womanspace by _____

Renter Signature _____ Date _____

Womanspace Signature _____ Date _____