



## Facility Rental Agreement

### Section 1 - /Event Holder Information

Event Holder Name:		Organization Name:	
Event Holder Address:		Organization Address:	
Event Holder City, State, Zip		Organization City, State, Zip:	
Event Holder Telephone (1):	<input type="checkbox"/> Cell Phone	Organization Type:	
Event Holder Telephone (2):	<input type="checkbox"/> Cell Phone	E-mail:	

\_\_\_\_\_ The Elk City Convention and Visitors Bureau may use photographs/video recordings of this event in marketing materials to promote the Convention Center only. I hereby release the Elk City Convention and its representatives from all claims and liability to said photographs and video.

### Section 2 - Event Information\*

Event Type:		Estimated # of Guests:	
Event Date:		Will there be a cover charge or tickets sold for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In Time: <input type="checkbox"/> AM <input type="checkbox"/> PM			
*In time is when the front doors are unlocked and the Client or any related parties first enter the facility.			
Out Time: <input type="checkbox"/> AM <input type="checkbox"/> PM			
*Out Time is when all related parties have exited the facility and the front doors are locked. All decorating and cleanup must be done during In Time and Out Time.			

### Section 3 - Space Information (Check All Areas that Apply)

North Building	South Building
Main Hall	Barn Concession
Kitchen	Wash Bays
West Room	Outdoor Pens
Conference Room	Indoor Pens

### Section 4 - Additional Information

Alcohol* <input type="checkbox"/> Yes <input type="checkbox"/> No	Sound System <input type="checkbox"/> Yes <input type="checkbox"/> No
*If no, this contract cannot be amended to add alcohol seven (7) business days prior to the event start date.	Microphones <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Caterer _____ <input type="checkbox"/> Own Food <input type="checkbox"/> Food Trucks <input type="checkbox"/> No Food	
*Please ask caterer how much time will be needed for set up and clean up so Event Holder can better estimate rental time	

### Section 5 - A/V Equipment

Projector/Screen* <input type="checkbox"/> Yes <input type="checkbox"/> No	
TVs <input type="checkbox"/> Yes <input type="checkbox"/> No 1 <input type="checkbox"/> or 2 <input type="checkbox"/> TVs are to be used for educational purposes only	
a. It is strongly recommended that a client utilizing a personal/private computer or device that is intended to connect to the Center's projector/sound system, shedule an appointment at least 48 hours in advance of the event to ensure that the equipment is compatible with Center's equipment or to come with an alternative.	
b. If you forgo these recommendations, the Center cannot guarantee that your equipment will be compatible with our equipment.	

For Official Use Only	Security Deposit: \$150.00 Date Paid: _____ <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash _____ Receipt# _____
	Setup Fee: \$ _____ Date Paid: _____ <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash _____ Receipt# _____
	Total Rental Fee: \$ _____ Date Paid: _____ <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash _____ Receipt# _____
	CC transaction# _____



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