

MARY AGATHA FURTH CENTER

CONTRACT/APPLICATION

Event Name: _____
 Organization _____
 Contact Person _____
 Address _____
 Phone _____
 Cell _____ Fax _____
 E-Mail: _____

Event Date(s) _____
 Event Type _____
 Expected Attendance _____
 Event Time _____
 In/Out Time _____
 Drop Off: _____
 Rehearsal/Set-Up Time _____

Itemized Fees for Facility Use	Date Prepared
*Room Fees (8hrs. for up to 250 people) (\$12 per person above 250 people)	\$2,500.00
*Supervisor Fees (\$25 hr x 8hrs)	200.00
*Kitchen @\$25 p/h for 8 hrs.	200.00
Liability Insurance (for cost contact office)	335.00
<small>(Private Parties must purchase Furth Center Policy).</small>	
Total	\$

*Overtime rates apply for room use and staffing fees above 8 hours.

Deposit & Payment Requirements

		For Office Use Only
*Deposit \$ 500	Hold w/application	Payment History
*Deposit \$ 500	(120 days)	_____
_____ \$	(w/contract)	_____
_____ \$	(120 days)	_____
_____ \$		_____
_____ \$		_____
_____ \$		_____
_____ \$		_____
Total	\$ (120 days)	_____

Notified	Rental Requirements Due Dates before Event
•	Deposit
•	Insurance: Private Parties must purchase Furth Center
•	Alcohol Use Policy (30 days)
•	Security/Company (30 days)
•	Terms and Conditions (With Contract)
•	Floor Plan/Diagram (30 days)
•	Kitchen & Facility Clean-up (Day of Event)

The signed contract must be forwarded to our office within 10 days of the date prepared or the date will be released and deposit forfeited.

No Berries are allowed in the facility. Client is responsible for violations and damage to carpet.

Discounts apply only to the specific arrangements made in advance, and do not apply to attendance fees, catering, equipment rental, or staffing fees.

Catering agreement and additional services are bound by the terms of this contract.

Children must be supervised at all times, if left unsupervised the Event will be terminated.

If Renting the Kitchen, and/or dishware, you are responsible to make sure they are cleaned in a professional manner. Failure to comply will result in additional charges of \$50.00 per hour.

Signatures

 Applicant Date

 Furth Center Date

I'VE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE "TERMS AND