Mary Agatha Furth Center

8400 Old Redwood Hwy, Windsor, CA 95492 Ph (707) 837-7620 Fax (707) 837-7622

APPLICATION/ CONTRACT

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 Charges-Room, Labor, Catering, Linens, Etc.

Refundable Deposit	$ 1,000
Total Fees	$

Date Prepared: _____

__/__/__ **Notified**

Rental Requirements Due Dates before Event

- ☐ Insurance (30 days)
- ☐ Alcohol Use Policy (30 days)
- ☐ Security/Company (30 days)
- ☐ Terms and Conditions (With Contract)
- ☐ Floor Plan/Diagram (30 days)
- ☐ Kitchen Clean-up (Day of Event)
- ☐ Facility Clean-Up (Day of Event)

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

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

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

Catering agreements and additional services are bound by the terms of this contact.

Payment Requirements

		Amount/Date Due
Deposit	$500	Hold w/application
Deposit	$500	(120 days)
1st	$	(w/contract)
2nd	$	
___	$	
___	$	
___	$	
___	$	
Total	$	(120 days)

For Office Use Only

Payment History

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Signatures

_____ _____
Applicant **Date**

_____ _____
Furth Center **Date**

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