



"Making dreams a reality, bringing family & friends together."

## Howard Hall Rental Agreement

1. The contact person is responsible for the conduct and control of all participants of your event and shall see that all laws and regulations are followed.
2. The contact person shall confine the use of the event to Howard Hall and the adjacent south courtyard unless otherwise prearranged.
3. Should the owners of Howard Hall deem it necessary to bring in security, the contact person will be responsible for all related expenses.
4. All groups serving food items are subject to local health regulations.
5. 50% Non-Refundable Deposit is required to secure rental.
6. There will be a \$25/hour cleaning charge added to your final invoice if Howard Hall is not left in the same condition that it was rented.
7. Outside food is welcome. We can also connect you with fabulous local caterers. You may also purchase food or beverages from the Hub. There is no kitchen on site.
8. We do have a couple of tables and 40 chairs available if needed. We can also connect you to some great rental companies in our area.

We want to help make your event special. If there is anything we can do to make your day easier, more successful, more enjoyable, just ask. The worst we can say is no. 😊

### Rental Fees:

**1-2 Hours: \$50/hour**

**3-5 Hours: \$48/hour**

**6-10 Hours: \$45/hour**

**11+ Hours: \$500/day**

**Non-Refundable Deposit: 50% of total rental, must be paid prior to securing date**

**Cleaning Charge, if applicable: \$25/hour till space is clean. Only applies if venue is not left clean.**

Event/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_

\_\_\_\_\_ In: \_\_\_\_\_ Out: \_\_\_\_\_

Special Instructions/Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Invoice Date: \_\_\_\_\_ Security Deposit Paid: \_\_\_\_\_ On Calendar: \_\_\_\_\_