

<b>Group:</b>	<b>Contact:</b>	<b>Second Contact:</b>
<b>Date:</b>	<b>Email:</b>	<b>Email:</b>
<b>Number of Guests:</b>	<b>Phone:</b>	<b>Phone:</b>
	<b>Mailing Address:</b>	

### Rental Estimate

#### Lodges:

Harmon (28 person capacity)	\$500 per night	X	_____ night(s)	=	\$ _____
Compton (20 person capacity)	\$500 per night	X	_____ night(s)	=	\$ _____
Tyson (20 person capacity)	\$500 per night	X	_____ night(s)	=	\$ _____
Linen (blanket, pillow, sheets)	\$5 per person			=	\$ _____

**Total for Lodging \$**

Event Hall	\$800 per 6hr	X	_____ day(s)	=	\$ _____
Apartment D	\$100 add on	X	_____ day(s)	=	\$ _____
Deck or Pavilion or Classroom Spaces	\$50 per hour	X	_____ hours	=	\$ _____

**Total for Meeting Facilities \$**

#### Food Service: (10 person minimum)

See Menu for ONSC food options. Food selection due at least 2 weeks prior to facility rental.

Additions and substitutions to the menu may incur a surcharge.

Date	Breakfast <small>(\$10 per guest)</small>	Lunch <small>(\$12 per guest)</small>	Dinner <small>(\$15 per guest)</small>	Refreshments <small>(\$5 per guest)</small>			<u>Total</u>
Day 1					=	\$	
Day 2					=	\$	
Day 3					=	\$	

**Total for Food Service \$**

All meals are served with refreshments but you may order refreshment without ordering a meal at all.

**A 10% of your rental rate is due upon booking.**

**Total Rental Rate \$**

**Event Details**

Event date:	Arrival Time
Number of Guests:	Guest Arrival Time
Time of _____	Time of _____

**Dining and Facility Details**

Breakfast	Lunch
Dinner	Fire
Hike	Other event Times:

Amount you are paying today (must be at least 10%):	
Refundable Deposit of \$500 Method:      paid or unpaid (circle one)	
Remaining Amount Due: (if nothing changes)	

**Rental information:**  
 A signed Facility Rental Agreement and a non-refundable deposit must be submitted to ONSC in order to schedule and reserve your program. The deposit amount is equal to 10% of the program cost or \$100 whichever is greater. Payment in full is due before the date of the program. Cancellations made more than two (2) weeks prior to the program will be refunded any fees paid, less the deposit. Groups will be billed 50% of contracted amount for cancellations made less than two (2) weeks prior to program date. Groups may revise their participant numbers and facility rental up to two (2) weeks prior to the event.

I, \_\_\_\_\_ agree to rent ONSC's facilities according to this Facility Rental Agreement's  
(Print Full Name)  
 date, and conditions as stated above. I agree to pay \_\_\_\_\_ and I am submitting a 10% non-refundable  
 deposit of \_\_\_\_\_ to reserve this rental. (Total Due)  
(Deposit Amount)

\_\_\_\_\_ Date

Renter Signature