



# THIRD STREET CENTER

## FACILITY RENTAL AGREEMENT

Name of Organization \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Event Description \_\_\_\_\_ Anticipated # attending \_\_\_\_\_  
 Date of Event \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Rooms Available for Rental	Rates			
	Non Profit		For Profit	
Board Room (BR) <i>(occupancy 15)</i>	\$80/day	\$10/hour	\$120/day	\$15/hour
Calaway Community Room (CR) <i>(2hr minimum) (occupancy 150)</i>	\$150/day	\$25/hour	\$250/day	\$35/hour
Round Room (RR) <i>(evenings &amp; weekends only) (occupancy 225)</i>	\$250/day	\$35/hour	\$320/day	\$45/hour

**Additional Rates**  
 Staff assistance \$60/hour  
 Cleaning/damage deposit Meetings \$100 large events \$500  
*(separate check please, to be returned if facility left in original clean, undamaged condition)*

Room Rental total \_\_\_\_\_ Credit card information  
 Cleaning deposit \_\_\_\_\_ Card # \_\_\_\_\_  
 Additional charges \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 GRAND TOTAL \_\_\_\_\_ Card Type: Visa Master Card Discover AmEx  
 Required Deposit \_\_\_\_\_

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

A community place promoting inspiration, sustainability and creative exchange

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 www.thirdstreetcenter.net