

<b>Name:</b>	<b>Date of Rental:</b>	<b>Start/End Times:</b>
<b>Address:</b>	<b>Type of Event:</b>	<b>Contact Phone Number:</b>

<b>Refundable Deposit</b>	<b>DEPOSIT DESCRIPTION:</b>	<b>PRICE</b>	<b>QUANTITY</b>	<b>TOTAL</b>
	Hourly Event (Mendon Resident, 0 - 8 Hours)	\$150.00		
	Hourly Event (Non-Resident, 0 - 8 Hours)	\$150.00		
	Wedding/Reception (Mendon Resident)	\$700.00		
	Wedding/Reception (Non-Resident)	\$700.00		
	Audio/Visual Equipment	\$150.00		
	<b>Total Amount of Refundable Deposit:</b>			

<b>Rental Payment</b>	<b>RENTAL DESCRIPTION:</b>	<b>PRICE</b>	<b>QUANTITY</b>	<b>TOTAL</b>
	Hourly Event (Resident, 0-8 Hours)	\$10.00/Hour		
	Hourly Event (Non-Resident, 0 -8 Hours)	\$30.00/Hour		
	Wedding/Reception (Resident)	\$350.00/Day		
	Wedding/Reception (Non-Resident)	\$700.00/Day		
	Audio/Visual Equipment	\$150.00		
	Rental for Piano	N/A		
<b>Total Amount of Rental Payment:</b>				

<b>Renter agrees to the following.</b> (Please initial each term/condition below):	
	Renter affirms that they are a legal resident of Mendon City if they are receiving the resident rate
	Renter agrees to a fee of 1.5 times the rental rate per hour beyond contracted time.
	Mendon City reserves the right to assess a \$50.00 cancellation fee if determined necessary.
	Alcohol is NOT permitted on the premises. Open flames and smoking are not permitted inside
	No tacks, nails, or tape will be used on walls, woodwork, or floors.
	Renter will contact Mendon City (435)753-3449 immediately for any damage.
	The stacking chairs are NOT permitted to be used outside of the building.
	No animals are allowed inside the building with the exception of licensed/certified service animals
	The renter will clean after their event. All equipment/furniture cleaned and returned to proper storage space. The kitchen will be wiped down. Floors will be swept. Trash will be bagged and placed in outside garbage cans. Any other action shall be performed to ensure that the Mendon Station is left in the same condition as found prior to their event.
	Renter is responsible for all breakage and damage done to the building (including furniture, appliances, rugs, kitchen appliances, etc.) as a result of their event. Value of broken items will be deducted from renter's damage deposit or billed to the renter if it exceeds the amount of the deposit
	A four-digit key lockbox code will be sent 30 minutes prior to the event start time. Locking and securing the building will be performed by the renter after the event. Key is to be returned to the key lockbox. Loss of key will result in a fine of \$150.00 for key replacement
	Renter agrees to defend, indemnify, and hold harmless Mendon City, it's employees and agents from and against all liability, claims, suits, damages, expenses, and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damages to any property or person caused by or resulting from any act or omission of the Renter or the Renter's guests or visitors during the event.

<b>Renter's Signature:</b>	<b>Date:</b>	<b>Office Approval:</b>
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