



Rental Agreement Classroom

Rates: Up to 3 Hours: \$175

Up to 6 Hours: \$350

All Day: \$500

Fees include tables and chairs. Specific needs including use of A/V equipment must be cleared through RDC staff.

COMPANY/INDIVIDUAL NAME _____

CONTACT NAME _____

ADDRESS _____

HOME PHONE _____

OFFICE PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

OTHER RESPONSIBLE PARTY _____

DATE OF EVENT _____

HOURS OF EVENT: Begins: _____ Ends: _____

NUMBER OF GUESTS _____

SPECIAL SET-UP REQUESTS _____

RENTAL FEE _____

BOOKING DEPOSIT _____

MISC. FEES _____

BALANCE DUE _____

SECURITY DEPOSIT _____

I have read, understand, and agree to the list of policies and obligations that must be followed when using the RDC Classroom. **I have initialed the *Deposit and Indemnification* page.** I understand that all deposits and balances owed to the River Discovery Center must be paid at least two days prior to occupying the facility **or** use of the facility will be forfeited.

Client's Signature _____ Date _____

River Discovery Center _____ Date _____