**New Market Community Center Rental Agreement**

**Basic Rental Rates & Guidelines**

Renter Name: Click or tap here to enter name.

Contact Phone: Click or tap here to enter phone #.

Mailing Address: Click or tap here to enter address.

Type of Event: Click or tap here to enter type of event.

Date of Event: Click or tap to enter a date.

Basic Rate: $\_\_\_\_\_\_\_ x Click or tap here to enter # of days. day(s) = $Click or tap here to enter total rental fee.$100.00 per day or $50.00 per half-day (6am-2pm or 2:30pm-11pm)

Included: roasters, punch bowls, coffee pots, Christmas Lights, etc

Cleaning and Key Deposit $100.00

Deposit refund will be issued after inspection of property & upon return of key.

***For Office Use Only***

Deposit Paid $Click or tap here to enter text. Choose a Payment Type. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #Click or tap here to enter Check #.

Deposit/Shred Check Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key issued # Click or tap here to enter key #. Date: Click or tap to enter a date.

Rental Fee Paid $Click or tap here to enter rental fee paid. Choose a Payment Type. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Click or tap here to enter Check #.

Date Key Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ck #Click or tap here to enter text.

Deposit Refunded $Click or tap here to enter text. Date of Refund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_