

Gates Memorial Hall Rental Agreement
825 15th Street
Nevada, Iowa 50201
515-382-5467

Date of agreement: _____ Reservation made in name of: _____

Contact name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: Days: _____ Evenings: _____

Email Address: _____

Additional Information: _____

<u>Room</u>	<u>Date</u>	<u>Time</u>	<u>Total hours Reserved</u>	<u>Rate</u>	<u>Total Fee</u>
Auditorium	_____	_____	_____	60.00/hour	_____
Auditorium	_____	_____	_____	60.00/hour	_____
South Room	_____	_____	_____	25.00/hour	_____
South Room	_____	_____	_____	25.00/hour	_____
North Room	_____	_____	_____	20.00/hour	_____
North Room	_____	_____	_____	20.00/hour	_____
Kitchen	_____	_____	_____	30.00/hour	_____
Kitchen	_____	_____	_____	30.00/hour	_____
Building	_____	_____	_____	115.00/hour	_____
Building*	_____	_____	_____	60.00/hour	_____
Minimum rental times will apply, please see rules and regulations. Total Rental Fee					_____

*White table coverings for both rectangular and round tables are available at an additional charge.
 \$60.00 whole building rate is only effective after 8 hours on a per day basis

I agree that the above charges are true and correct and I will pay to Gates Memorial Hall any difference in additional charges incurred beyond the amount already paid towards the original contract.

I have received and read all of the rules pertaining to Gates Hall. I agree to be personally and individually responsible for abiding by and enforcing the rules, along with the group or organization that I represent. I am authorized to sign this agreement on behalf of the organization. I further understand that no reservation will be confirmed until this signed agreement is returned together with the advanced rental fee, payable to Gates Memorial Hall.

Date signed

Signature

(Do not fill out below – office use only)

Advanced Rental Fee _____	check or cash	Date received _____
Remaining Balance due _____	check or cash	Date received _____
Damage and Use Deposit _____	check or cash	Date received _____