



THE AYMER CENTER

Hood Theological Seminary

EVENT RESERVATION CONTRACT

Day/Date of Event: _____ Type of Event: _____

Starting Time: _____ Ending Time: _____ Guest Arrival Time: _____ # of Guests: _____

Starting and ending times include set up and clean up

Individual's Name: _____

Individual contact name required for all Reserving Parties

Group or Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Daytime Phone: _____ Alt. Phone: _____

Check all that apply Day (Up to 6 hours maximum) Rent Refundable Damage fee Security Custodian Total Charge Required 50% Down payment

	Day (Up to 6 hours maximum)	Rent	Refundable Damage fee	Security	Custodian	Total Charge	Required 50% Down payment
	Monday - Thursday	\$750	\$300	\$	\$50	\$	\$
	Friday	\$1,300	\$300	\$	\$50	\$	\$
	Saturday	\$1,500	\$300	\$	\$50	\$	\$
	Sunday	\$1,300	\$300	\$	\$50	\$	\$

Additional requirement:

- Security - \$25/hour per security personnel. 4 hour minimum. The number of security personnel is based on the number of attendees. $\$25 \times \frac{\text{_____}}{\text{\# of personnel}} \times \frac{\text{_____}}{\text{\# of hours}} = \$ \text{_____}$
- Custodian/Event Resource Assistant: \$50 per event.

Optional Charge: Piano \$50; \$25 deposit required.

In order to secure a date, 50% of the Total Charge must be received as a down payment, along with this signed *Event Reservation Contract*. Submission of this signed Contract indicates that the signee has read and agrees with the *Facilities Use Policies and Procedures*. The balance is due one (1) month prior to the event. In the event of a cancellation within four (4) weeks of the scheduled event, half of the deposit will be forfeited. The refundable damage fee is settled approximately three weeks following the event. All evening events must be concluded by 12:00 am unless pre-arranged, and subsequent clean-up must be concluded no later than 2:00 am. Renter is responsible for event planning and catering through Divine Appétit (at chew@divineappetitco.com or 704-659-3634) and all special furnishings (linens, dishes, decorations, etc.).

Signature

Date