



# MARC Rental Agreement

Event Date: \_\_\_\_\_ Setup Date \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

Individual \_\_\_\_\_

Group Name \_\_\_\_\_

Designated Agent in Charge \_\_\_\_\_

Phone# \_\_\_\_\_ 2<sup>nd</sup> contact # \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Area Requested

Foyer, Rotary &

Gym \_\_\_\_\_ Theatre (1) \_\_\_\_\_ Theatre (2) \_\_\_\_\_ Community Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Type of Activity \_\_\_\_\_

Number of People \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Rates: Gym or Theatre (1) \$40.00 per hour 2 Hour Minimum or \$200.00 per day  
Theatre (2) \$40.00 per hour 2 Hour Minimum or \$200.00 per day  
Foyer \$20.00 per hour 2 Hour Minimum or \$ 80.00 per day  
Community Rooms \$20.00 per hour 2 Hour Minimum or \$ 80.00 per day  
Kitchen (must rent Foyer or Gym) \$10.00 per hour 2 Hour Minimum  
or \$50.00 per day.

**Plus \$100 Deposit for Kitchen**

**The Holidays that the city observes will cost double from regular rentals and are listed in the regulations.**

I have been provided with and read the MARC Building Use Rules and Regulations and agree to abide to all terms and conditions of use as stated. I understand that the City of Mt. Vernon reserves the right to accept or reject any request for rental of the facilities to any group and/or individuals. Rental fees and Rental Agreement are due within 2 weeks of reserving. **If payment is not received within 2 weeks of reservations the Center has the right to cancel reservation. No Refunds will be made if cancellation is not made at least 5 days prior to event unless weather related.**

Date \_\_\_\_\_

**I have read the rules and will abide by them:**

Signature of Agent/Individual \_\_\_\_\_