



# 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
	<b>Monday - Thursday</b>	\$750	\$300	\$	\$50	\$	\$
	<b>Friday</b>	\$1,300	\$300	\$	\$50	\$	\$
	<b>Saturday</b>	\$1,500	\$300	\$	\$50	\$	\$
	<b>Sunday</b>	\$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 x \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
*# of personnel*      *# of hours*
- 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](mailto:chew@divineappetitco.com) or 980-833-2450) and all special furnishings (linens, dishes, decorations, etc.).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date