



# MARC

## Wedding, Receptions or Events Rental Agreement

Event Date: \_\_\_\_\_ Alternate 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

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

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

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

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

Rates: Wedding -Gym, Kitchen and Theatre (1)	\$500 plus \$100 Deposit
Wedding/Event Theatre (2)	\$300
Reception/Event 1 day w/setup-Gym, Kitchen	\$200 plus \$100 Deposit
Reception/Event 2 day w/setup-Gym, Kitchen	\$300 plus \$100 Deposit

I have been provided 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 are due one week prior to the rental date. **If payment is not received at least one week prior, the Center has the right to cancel reservation. No Refunds will be made if cancellation is not made at least 24 hours prior to event unless weather related.**

Date \_\_\_\_\_

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

Approved By: \_\_\_\_\_