

GARRISON CITY AUDITORIUM RENTAL AGREEMENT

I, _____ of _____

is requesting use of the Garrison City auditorium and/or kitchen:

Event: _____

Date: _____ Open _____ Close _____
Date: _____ Open _____ Close _____

Phone No.: _____

Equipment Needs: (Please check if needed) PA System: _____ Handheld Mics: _____

Piano: _____ Stage moved: _____ Setup/take down: _____ Portable Screen _____

Capacity- 250 people | Inside dimensions- 50' X 75' | Stage dimensions- 4' X 8'
sections (½ or full stage available) | Tables available: 54 6' & 6 8'

FEES:

Aud. Rent:	\$ _____	Check# _____	Cash: _____
Aud/Kitchen rent	\$ _____	Check # _____	Cash: _____
Aud. Deposit:	\$ _____	Check# _____	Cash: _____
Kitchen Rent:	\$ _____		
Kitchen Deposit:	\$ _____	Check# _____	Cash: _____
Pre-date Setup:	\$ _____		
TOTAL	\$ _____		

The Auditorium Deposit and Kitchen Deposit **MUST** be on **separate checks**. The Auditorium rent, Kitchen rent, and Pre-date setup fee can all be on one check.

I have read the attached agreement and agree to the terms as stated.

Date: _____

Name of responsible party

Date: _____

City Auditor / City Employee