

# 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'

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## 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.

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

\_\_\_\_\_  
Name of responsible party Date: \_\_\_\_\_

\_\_\_\_\_  
City Auditor / City Employee Date: \_\_\_\_\_