Headwaters on Main
Event Contract

Facility Usage Agreement, Contract & Terms

Event/Organization:_____

Responsible Party: _____

Address: _____

Email: _____ Phone #: _____

Requested dates for use: _____

Request times needed for use: _____

A refundable security deposit in the amount of $100 will need to be paid 7 days before the day of use (cleaning/damage deposit). This will be refunded at the end of your event and after an inspection is done by the Manager. Please refer to our TERMS page for further explanation.

The total rental amount is due 2 days before the day of event.

Signature of responsible party _____
Date_____

For Office Use Only

Total amount owed_____ **Security Deposit** _____

Refund Amount _____ **Authorized by** _____

Contract and Terms

** please initial each term **

_____The term of this agreement shall be for the dates and times requested in the attached application. The renter shall pay to *Headwaters on Main* the rental amount selected and agreed upon. This rental amount includes conference room, dining room, outdoor space, restrooms, utilities and usage of tables and chairs. If for any reason the agreed upon amount is not paid, renter will be notified immediately and access to the facility will be restricted or terminated.

_____The kitchen is NOT part of your facility rental. If you wish to rent the kitchen, you will need a separate contract. If the kitchen is used during your event, there will be an additional fee of $100.

_____ The security deposit will only be returned to the renter if the event room / outside area is returned in the same condition as it was received. It must be cleaned and have trash removed upon final inspection. If damage is done to the property and the repair costs exceed the paid security deposit, Headwaters on Main reserves the right to charge the renter for the additional expenses and repairs.

_____The renter shall furnish their own food, drinks, decorations and other necessary items that our facility may not have and is necessary for their event.

_____Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use of the facility.

_____Under NO circumstances shall the renter allow any other organization or individual to use the facility for the period in which the renter has contracted.

_____ Smoking is not permitted in the facility. Smoking must be contained behind the building and trash be disposed of.

_____ Drugs are not permitted in the facility or on the facility grounds.

_____ Animals are not permitted in or on the facility grounds.

_____ All trash must be taken with you.
****If you wish to leave trash, it must be bagged and left outside by the trash cans and will incur a $25 dump fee.**