



**Prescott Meals On Wheels**

1280A East Rosser Street

Prescott, AZ 86301

Telephone 928-445-7630 Fax 928-445-1725

www.PrescottMealsOnWheels.com

## PRESCOTT MEALS ON WHEELS

### SITE RENTAL AND RESERVATION AGREEMENT

Date(s) of event \_\_\_\_\_ Hours of use \_\_\_\_\_

Name of reserving party: \_\_\_\_\_ Number of guests \_\_\_\_\_

Type of event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Other contacts: \_\_\_\_\_ Phone \_\_\_\_\_

Check those that apply:

<u>Hours</u>	<u>Charges</u>
_____ Monitor fee MANDATORY when office is closed (\$15 -\$25/hr.)	_____
_____ Dining room Rental (\$35/hr) (\$25/hr nonprofit)	_____
_____ Refrigerator Only (\$20)	_____
_____ Kitchen Basic (\$20.00 hr.)	_____
_____ Kitchen Plus (\$30.00 hr.)	_____
_____ Kitchen Deluxe (\$50.00 hr.)	_____
_____ Conference Room (\$20/hr) (\$15/ nonprofit)	_____
_____ Audio-visual system (\$10 flat rate)	_____
_____ Coffee Service (\$20 - \$30 flat rate)	_____
_____ Table Cloths (\$5 each)	_____
_____ Other _____	_____
_____ <b>Total estimated rental charges</b> _____	(payable to Prescott Meals on Wheels)
_____ <b>Monitor fee</b> _____	(Payable to _____)



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A minimum rental of 2 hrs. for events that are after hours.

Maximum occupancy is 142 theater style, 124 dining style.

If the event exceeds the reserved time, a 30 minute grace period will be allowed and then standard rates will apply for additional use.

A security deposit (for untidy premises or equipment loss) of \$50.00 to \$200.00 may apply for first time rentals and/or larger events.

A deposit of \$100.00 is required to secure the reservation. This deposit will be non-refundable if the event is cancelled less than a week before the event is scheduled.

It is the renter's responsibility to do all post-event cleaning of the premises.

Your event monitor will facilitate for you.

A certificate of insurance naming Prescott Meals on Wheels as additional insured w/respects to general liability coverage is required for all rentals.

**Rentals do not include usage of disposable supplies such as gloves, napkins, plastic wrap, or foil wrap. For events that require these items, please remember to plan for this contingency.**

**Please note: permission is required for affixing decorations or posters to the walls. We do not allow anything that creates a hole, or certain types of adhesive products. Please ask if your decorating plan includes wall space; all such use must be approved.**

Additional comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of responsible party \_\_\_\_\_ Date \_\_\_\_\_

Deposit/Payment to hold the space \_\_\_\_\_ Refundable Security Deposit \_\_\_\_\_

Date Received \_\_\_\_\_ Signature of PMOW employee \_\_\_\_\_ Date \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date \_\_\_\_\_