



**Rose Center & Council for the Arts**  
 442 W. Second N. St.  
 PO Box 1976  
 Morristown, TN 37814  
 (423) 581.4330 fax: (423) 581.4307

**FACILITY  
 RENTAL CONTRACT**



DATE OF EVENT \_\_\_\_\_ ROOM (RM 1, 2, 3, 4), CR, PH, Other \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_ ARRIVAL & END TIMES \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

RENTER \_\_\_\_\_ COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TYPE OF ID \_\_\_\_\_ ID # \_\_\_\_\_

**DEPOSITS**

1. RENTERS must pay a DAMAGE DEPOSIT as security that the facility is left in acceptable condition. The Damage Deposit is due at least one (1) business day before the event.
2. Damage, misuse of the facility, or extreme uncleanliness will result in the loss of 50% of the DAMAGE DEPOSIT. Depending upon the severity of the misuse or uncleanliness, the RENTER will lose all or part of the remaining 50% of the DAMAGE DEPOSIT.
3. The amount of the remaining DAMAGE DEPOSIT withheld will be solely determined by Rose Center.
4. If the room & facility have been left in its original condition, the full DAMAGE DEPOSIT will be refunded to the RENTER. Please allow up to five (5) business days for the return of damage deposits.

**FEES**

1. The full RENTAL FEE must be paid at least one business day prior to the day of the event.
2. One-half of the rental fee is due upon rental to reserve the room.

**CANCELLATIONS**

Between the date of this contract and one month prior to the date of the event, 50% of the FEE to reserve the room will be given upon cancellation. Within 1 month of the date of the event, no refund will be given .

**POLICIES - PLEASE READ CAREFULLY:**

1. The ROOM must be used for the designated purpose of the event.
2. RENTERS may have the use of facility from the Check-In time to the Check-Out time listed above. All events must be completed and room must be cleaned by 12 AM.
3. After the event, the facility must be cleaned and left in its condition upon rental, including exterior trash left by guests. RENTERS may not return to clean the following day.
4. The RENTER agrees to be responsible for any damage costs to Rose Center, above the amount of the DAMAGE DEPOSIT. If Rose Center is unable to contact RENTER, criminal charges will be filed against the RENTER.
5. Rose Center does not assume liability for injury or the loss of personal property by theft, destruction or other peril.
6. Items destructive to a historical building are PROHIBITED, such as glitter or confetti. Candles are not allowed.
7. Alcoholic beverages are strictly PROHIBITED.
8. Under extenuating circumstances, events may be cancelled by Rose Center at any time.
9. Renter is responsible for all guests and their conduct while at Rose Center. If necessary, renter will pay for the cost of certified security designated by Rose Center. The security will take action required to ensure the safety of guests and of the Facility, up to and including termination of the event if such action is warranted.

I have read and understand the information in this contract, have asked any questions concerning its contents and will comply with all policies and procedures.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**PAYMENT SUMMARY**

- DAMAGE DEPOSIT** \$ \_\_\_\_\_  
Deposit will be refunded after final inspection.
- RENTAL FEE** \$ \_\_\_\_\_
- SECURITY FEE** \$50 per hr.
- \_\_\_\_\_ **HRS. X \$50 = \$** \_\_\_\_\_  
A Security Guard minimum \$100.

**TOTAL** Deposit to be **REFUNDED** after final inspection \$ \_\_\_\_\_

**DEPOSIT DUE BY** \_\_\_\_\_

**TOTAL** Rental & Security Fee to be **PAID** by due date below \$ \_\_\_\_\_

**FEES DUE BY** \_\_\_\_\_

**TOTAL** Amount to be **PAID** \$ \_\_\_\_\_

<b>CHECK-IN TIME</b>	<b>CHECK-OUT TIME</b>

<b>PAYMENTS RECEIVED</b>

