

Plainfield Community Center Rental Agreement

Renter Information

Name or Contact Person: _____

Address: _____

Telephone: _____ E-mail: _____

Event

Date and time of event:

Dates/duration of series:

Advertising of Event

Do you want us to advertise to the public for this event or class: Yes No

Title of Event: _____ Cost: _____

Brief Description of Event: _____

Which of the following best describes your event or series?

- This is a private event.
- This event is open to the public but participants must register in advance.
- This event is open to the public and there is a fee.
- This event is FREE and open to the public.

Fees

The Community Center Space costs \$9.00 per hour for members, \$15.00 for non-members.

Deposit

Deposits can be paid by Cash or Check. If paid by check, please use a separate check to pay for rental fees. There is a **\$35.00 deposit** that must be paid for any event.

Please turn this portion of the Rental Agreement in at the register at the Plainfield Co-op with the total rent and deposit due. **No event can be booked without rent and deposit paid.**

I have read and understand the Rental Agreement / Conditions of Use and agree to follow all of the conditions for the rental for the Plainfield Community Center. I (and/or my organization) accept responsibility for the execution of these conditions.

Signature: _____

Date: _____