

Audubon Community Nature Center
 1600 Riverside Road, Jamestown, NY 14701

Rental Contract

Date of Rental:
 Time of Rental:

Today's Date:
 Name:
 Address:
 City, State, Zip:
 Email:
 Phone:

x 4hr Block	# Extra Hrs	Room	Capacity at Tables	Price for 4hr Block	Price for Extra Hrs	Cost
		Small	20	150.00	38.00	<input type="text"/>
		Large	50	180.00	45.00	<input type="text"/>
		Full	100	220.00	55.00	<input type="text"/>
		Library	10	140.00	35.00	<input type="text"/>
		Skyroom	36	170.00	43.00	<input type="text"/>
		Backyard		220.00	55.00	<input type="text"/>

Additional Charges

Qty->	Description	Price	Cost
<input type="text"/>	Table Settings (80 available)*	\$1.00	<input type="text"/>
<input type="text"/>	Kitchen	\$30.00	<input type="text"/>
<input type="text"/>	A/V Equipment	\$25.00	<input type="text"/>
<input type="text"/>	Library (when backyard is rented)	\$50.00	<input type="text"/>
<input type="text"/>	5-foot tables (4 available)	\$0.00	<input type="text"/>
<input type="text"/>	6-foot tables (10 available)	\$0.00	<input type="text"/>
<input type="text"/>	Chairs (100 available)	\$0.00	<input type="text"/>

Subtotal:

Discount Allowed: (10% for members)
 After Hours Upcharge \$50.00 per hour

Rental Total:

Nonrefundable Deposit Due to secure the date:
 Refundable Damage Deposit (separate check): 150.00

Balance, if any, is due one week before event:

I have read and agree to abide by the Rental Guidelines.

 Signature Date

For office use only:

Date	Chk#	Notes	Amount

Actual Attendance:
 Cleared for refund
 of damage deposit:

*Table Settings:

Desk Calendar; Google Internal Calendar