



FACILITY AGREEMENT

TNPS Event Rental

EVENT NAME _____ Event date ____/____/____ No. of Attendees ____ From ____ am /pm to ____ am/pm

Contact Name _____

Address _____ City _____ St _____ Zip _____

Phone _____ Email _____

Company or individual represented _____

Description of event _____

FEES* ____ Main Level **\$300*** ____ TNPS Member fee **\$250*** ____

- ____ *Fee is for 4 hours | \$50 for each additional hour | Maximum 6 hours
- ____ Chairs provided at no charge. There are 65 chairs available
- ____ Bartenders | \$50 each
- ____ Rectangle tables - (10) tablecloths available | \$15
- ____ Round tables available through ACE Hardware. The renter must make arrangements for delivery and pickup.

CATERING: Caterers must provide place settings and flatware. There is no on-site food preparation.

FACILITY USE AGREEMENT

- No alcoholic beverages may be removed from the premises.
- Any personal or group property left on the TNPS premises shall be at your own risk.
- Damage to TNPS property caused by the renter, contractor, any employee of the renter, or any person attending the event for which the TNPS facility was rented will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement, including any supplementary agreement(s) attached hereto: to keep and maintain the TNPS property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures, and valuables, allowing no unauthorized person(s) to enter or use TNPS property and to remove any TNPS property and to remove any property brought into the building when the rental period is over. Any infraction of this agreement may result in loss of the security deposit, denial of further use of the TNPS premises, and cancellation of this contract.

DEPOSIT

A non-refundable 25% deposit is due to reserve space and services requested. Any balance is due within ten days after the event. Make checks payable to TNPS.

Consented and agreed to:

Renter _____ Date _____

TNPS _____ Title _____ Date _____