

APPLICATION FOR SHELTER HOUSE RESERVATION
(ALL RENTALS FEES PAYABLE MINIMUM 2 WEEKS PRIOR TO
RESERVATION DATES)
(DEPOSIT FEE'S DUE ALONG WITH SIGNED RENTAL AGREEMENT)

NAME OF ORGANIZATION:

NAME: (must be at least 18 years old)

Address: _____

Telephone: (_____) _____ **Alternate Telephone:**
(_____) _____

E-MAIL:

DATE REQUESTED: _____ **TIME:**
_____ to _____

**NATURE OF
ACTIVITY:** _____

ANTICIPATED ATTENDANCE:

FEE SCALE:

Daily Rental - \$70.00 whole day \$45 for half days (Deposit \$100) due minimum of 2 weeks prior to requested date

(**Deposit \$100.00**, this will be a separate check and the check will be returned to you after the building is checked)

*Any events scheduled at the shelter in which **alcohol** will be consumed on premises will require a **deposit of \$250.00**

(This will be a separate check and the check will be returned to you after the building is checked)

*Alcohol cannot be consumed on premises without prior approval by the Manning City Administrator & Chief of Police

*Alcohol cannot be sold at any event with out obtaining the proper license and insurance

The undersigned hereby agrees to abide by all of the rules governing building rentals set forth by the City of Manning. I also agree that I or my organization will pay the required building rental fee and deposit. I understand that the City of Manning may retain the deposit fee to cover the cost of any damages incurred during rental. I will reimburse the Manning Rec Center for any and all damages incurred during the rental period with a cost greater than that of the required deposit fee.

Deposit will be refunded in full if all rules and regulations set forth by the City of Manning are followed and no damage is incurred to the shelter house during rental period. If notice of cancellation is received 48 hours prior to established rental contract deposit will be refunded in full.

Signature: _____ Date: _____

Rec Center Representative: _____