



Fairhill Center
12200 Fairhill Center
Cleveland, Ohio 44120
216-421-1350
www.fairhillcenter.org

Rental Agreement

Host Organization: _____

Address: _____

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

Name of Event: _____

Date of Event: _____

Start Time: _____ AM PM End Time: _____ AM PM

Number Attending: _____ Organization Status: Campus Non-Profit Commercial/Other

Alcohol to be served? Yes No Additional Fee for Alcohol: _____

Minors to be present? Yes No Additional Fee for Minors: _____

More than 50 attendees after 7PM, M-F or on weekends? Yes No Additional Fee: _____

Additional Customer Staff requested by Customer? Yes No #: _____ Fee: _____

Rate for rental including equipment/set-up as indicated below: _____

50% Deposit Received (staff signature) _____ Date: _____

(Room is not held until deposit received)

Security Deposit Amount: _____ Due date of final payment and security deposit: _____

Customer initials:

Room Number(s)/Configuration Rented: _____

Equipment Rented and Price:

Special Set-Up and Pricing:

This Rental Agreement is made and effected by and between Fairhill Center ("Landlord") and _____ ("Customer," whether one or more).

Customer agrees that he/she has been provided, read and understands the Conference and Meeting Room Policies dated _____ and agrees to adhere by those rules and regulations. Customer agrees to pay in full for the rental and to submit the agreed upon security deposit 10 days prior to the event. Customer agrees that the security deposit may be forfeited if damage occurs to the room or rented equipment during the event and that it is the Customer's responsibility to report damage present prior to the event.

The signing of the Rental Agreement by the authorized representative of the renting organization releases Fairhill Center from any liability for injuries or accidents occurring to participants of the event. It permits Fairhill Center staff to call for emergency and/or medical services to attend to accidents, if required.

Customer has been provided, read and understands the room rental deposit policy, the security deposit policy and the cancellation policy as stated in the Conference and Meeting Room Polices.

For Customer:
I Agree with the terms of this agreement.

Received by Fairhill Center:

Signature

Signature

Print full name

Print full name

Date

Date

FAIRHILL CENTER BUSINESS OFFICE USE ONLY							
DATE ENTERED/INIT	CHARGES	PAYMENTS		PAYMENTS		FCA USAGE	
	ROOM						
	EQUIP.						
	SERVICES						
	SEC. DEP.						
	FINAL FEE						