Howard Hall Rental Agreement

1. The contact person is responsible for the conduct and control of participants and shall see that all safely laws and regulations are followed.
2. The contact person shall confine the use of the event to Howard Hall and the adjacent south courtyard unless otherwise prearranged.
3. Should the owners of Howard Hall deem it necessary to bring in security, the contact person will be responsible for all related expenses.
4. All groups serving food items are subject to local health regulations.
5. 50% Non-Refundable Deposit is required to secure rental.
6. There will be a $25/hour cleaning fee if Howard Hall is not left in the same condition that it was rented.
7. Outside food is welcome. We can also connect you with fabulous local caterers. You may also purchase food or beverages from the Hub.
8. We do have a couple of tables and 40 chairs available if needed.

**Rental Fees:**

**1-2 Hours $50/hour**

**3-5 Hours $48/hour**

**6-10 Hours $45/hour**

**11+ Hours $500/day**

**Cleaning/Security Deposit: $25 paid in advance**

Event/Organization Name:

Contact Person: \_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_ State: Zip:

Email Address:

Event Date(s): \_\_ In: \_ Out: \_\_\_\_\_

 In: Out:

Special Instructions/Requests:

Applicant Signature:

Authorized by:

Invoiced: Security Deposit Paid: On Calendar: