**RENTAL AGREEMENT**

DATE OF RENTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME OF EVENT\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE#\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2ND CONTACT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECORATOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE#\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPOSIT ($50) TO SECURE DATE\_\_\_\_\_\_BAL DUE\_\_\_\_\_\_\_

I agree to the following terms and conditions:

**Up to 8 continuous hours use of room, this includes your set up time, event, and clean up and breakdown. Additional hours @$50.00 each**

1. A **non-refundable** $50 deposit (applied towards your rental fee) or payment in full is due within 2 weeks of booking your event.
2. All personal items are to be removed from premises at the end of my event.
3. You are responsible for the removal of all trash and garbage from my event to an offsite location**. AMNR does not have a dumpster for disposal of trash.**
4. You are responsible for cleaning (sweeping, mopping of spills, cleaning tables etc.)
5. Nothing may be attached to the walls.
6. If using a decorator: you are responsible for letting them know when your event has ended, and that cleaning is their responsibility.

**CANCELATION POLICY:** If you cancel your date, the $50 deposit is not refunded. If event is paid in full a refund minus the $50 deposit ($89.00) will be given by our Central Office in Little Rock, AR. This can take up to 2 weeks.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_

Museum rep.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER’S COPY

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