

OAKSTEAD NON-RESIDENT ROOM RENTAL AGREEMENT

Date: _____ Employee Name: _____

RENTER INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Mobile Phone: _____

FEE SCHEDULE

\$200.00 for both rooms for a 4-hour session. Each 4-hour session includes setup and cleanup by the renter.

A \$300.00 deposit is required. This deposit will be returned when the room is cleaned and returned to original condition (please see cleanup checklist sheet). Parties that stay over 4-hours will lose their \$300.00 deposit.

_____ (Renter to initial to agree to terms).

EVENT INFORMATION

Event Date: _____ Event Type: _____

_____ Early Session (12:30 PM – 4:30 PM) _____ Late Session 5:00 PM-9:00 PM

_____ Full Day (12:30 PM – 9:00 PM) _____ Other: _____

Note: Room will accommodate 50 – 60 people

Rental is for use of Oakstead Clubhouse event/party rooms only. Pool and Deck **ARE NOT** included.

CANCELLATION POLICY

You are required to notify the Oakstead Park Director at least five (5) days in advance of your event date or you will forfeit your room rental fee. No Exceptions.

Renter has read this entire contract and agrees to abide by its rules and directives as well as all community rules and procedures of the Oakstead Clubhouse.

RENTER SIGNATURE: _____

CASH, MONEY ORDER OR CERTIFIED CHECK ONLY

Room Rental Amount: \$ _____

Room Deposit Amount \$300.00 _____