

THE SOURCE MEETING ROOM RENTAL AGREEMENT

Date _____ Copy to JK _____

This agreement between _____ (Renter)
 and The Source for Creating Sacredness, L.L.C. for rental of _____ (Facilities)
 for (Event Title) _____

Loc	Event date	Day of week	In	Start	End	Out	Cost	CK	Web	U.E.	Cal

Renter Contact Information

Phone _____ email _____

Address _____

Website _____ Event is public private (circle one)

What contact info. for our calendars? _____

Please initial the following to signify agreement:

- ____ Key issued. Cost for replacement keys: \$15 each.
- ____ Any damage or cleaning will be billed to Renter.
- ____ Please keep noise levels to a minimum. I understand The Source's Music/Concert Policy.
- ____ Alcohol, drugs, or cigarette smoking not permitted on premises of The Source.
- ____ The event is limited to the space rented with access to the Tearoom (kitchen) and restrooms. Notify guests that therapists may be working during the event and noise levels in common areas are to be kept to a minimum.
- ____ Some chairs & tables are included in the rental price. Needs: _____ chairs; _____ backjacks; _____ tables.
- ____ Set-up, tear-down, clean-up is responsibility of renter. I agree to leave the space in more beautiful, cleaner condition than it was found.
- ____ The Source is not responsible for promotion/advertising of Renter's event/s.

Payment Info. Hourly rate _____ x _____ hours = Total rent _____

Other fees: _____

Total _____

50% deposit due with contract; 50% balance due 1 month before event. Minimum payment of \$25 is non-refundable. Balance is refundable if notice of cancellation is given at least 1 month prior to event. After that, 100% non-refundable.

Deposit _____ Due _____ (Inv # _____) Balance _____ Due _____ (Inv # _____)

The Source for Creating Sacredness, L.L.C.:

_____ date: _____

Richard Bowditch or Chery Klairwater or Designated Representative

Renter's signature _____ date: _____

RENTER TO DO LIST:

- Email a detailed description of your event for our calendar to Jane Kappy: jane@thesourceabq.com
- If you would like us to consider posting your flier on our homepage, email a jpeg to Jane at jane@thesourceabq.com
- Go to thesourceabq.com & check out "Information for Meeting Room Renters" (Publicity sheet, noise ordinance...)