



Facilities/Equipment Request

Facility/Rental Equipment Reservation Date(s):			
Facility/Rental Equipment Use Time(s):			
Name of Person(s) Responsible for Rental:			
Mailing Address:		Phone:	
Email Address:		Alternate Phone:	

Information regarding event (please record all contacts and relevant information):

Has the group requested use of Salmon Arts Council dishes? YES ___ NO ___

Reserving:	Rental Rate:	# of hours rented	Sub-total
Equipment (if applicable):			
		Total	

6% SALES TAX:

Cleaning/Damage Deposit(s):

Total amount due:

Date:	Check #:	Amount paid \$:
Date:	Check #:	Amount paid \$:

Reservation taken by:

[PLEASE READ AND FILL OUT BACK OF FORM]



Reservation Agreement

Date of Rental: _____ Today's Date: _____

Initial to indicate you have read and agree to the following rental policies:

- All rental fees and deposits must be paid before reservations are recorded _____
- No reservation refund will be given for any City facility except in the case of circumstances where City Council renders the facility unusable or unoccupiable _____
- Smoking is not allowed at any time within City facilities _____
- In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Tables or chairs cannot block aisles or fire exits _____
- User agrees not to damage, destroy, or deface any property of the Center and agrees to be responsible for the total cost of repair or replacement of property damaged, destroyed, or defaced by those in attendance _____
- No nails, tacks, screws or similar articles may be driven into or applied to plaster or wood surfaces. All decorations must be removed by the end of use _____
- No glitter, confetti, or fake flower petals may be used onsite..... _____
- The Center does not endorse/sponsor your Event and/or its contents. User shall not distribute any materials which indicate or imply such endorsement/sponsorship _____
- Set up and tear down of tables, chairs, and all other items used during the rental is the responsibility of the user _____
- User is responsible for cleaning areas rented after the event and for removing all garbage to the receptacles by the red barn. A cleaning check list will be provided _____
- **To ensure return of deposit, user MUST complete a "check-out" form** _____
- If there are no cleaning or repair costs the deposit will be refunded within 6 weeks ... _____

EVENT: _____

Signature: _____ Date: _____

IF APPLICABLE: Equipment Agreement

Location/Equipment is to be used: _____

I, the undersigned, am responsible for picking up and returning equipment listed on the other side of this sheet, all in good condition, with all parts accounted for, by the dates and times agreed upon. If any equipment is damaged or missing, I allow the Sacajawea Center and the City of Salmon to use the deposit I paid to repair or replace damaged items. If repair or replacement costs are greater than the security deposit, I will reimburse the Sacajawea Center for all additional costs.

Signature: _____ Date: _____