



Willkie House Inc. Building Rental Agreement

Date of scheduled event _____

Time(s) of scheduled event _____

Event set-up and tear-down time _____

Times Available: Friday: 6:00pm – 10:00 pm

Sat–Sun: 9:00am – 10:00 pm

Any rental past 10:00 pm must be approved by the Executive Director and incurs an extra cost of \$100.00 per hour. Security may be required at Executive Director's discretion.

Rentals before 9:00 am must be approved by the Executive Director and will incur an extra cost of \$50.00 per hour. **Other times may be available upon request.**

Name of organization/person _____

Rooms needed (please circle)

of persons attending event _____

Gym

\$50.00 per hour

Outdoors

\$50.00 per hour (or \$30.00 add-on with another space)

Recreational space (downstairs)

\$30.00 per hour (\$40.00 June–August)

Conference/Classroom room

\$30.00 per hour (\$10 per additional room)
(\$40.00 June–August)

Kitchen

Included in gym rentals

Fee _____

Name of contact person _____

Address _____

Contact Phone _____ Alternate Phone _____

E-mail _____

When is the best time to reach you? _____

Payments are made through PayPal, @WillkieHouse, check, or money order.

If interested in having alcohol at your event, the Willkie House partners with Your Private Bar and they have several options available for serving. You are not able to bring alcohol into the building for personal or group use; the partnership with Your Private Bar is non-negotiable. Additional information may be provided upon request.

Disclaimer:

Willkie House Inc. will not be responsible for articles lost, broken, missing or stolen. Willkie House Inc. assumes no responsibility for programs provided by renters. There are no alcoholic beverages or illicit drugs allowed at the Willkie House. The party renting and their participants assume all risks and hazards incidental to participation, and hereby waive, release, absolve, and agree to hold harmless Willkie House Inc. and its staff for any cause of injury or damages. Willkie House Inc. reserves the right to refuse to rent to anyone at any time. Willkie House Inc. also reserves the right to discontinue a contract at any point before or during an event in case of illegal or unethical practice on the Willkie House property as determined by Willkie House Inc. staff. In the case that a contract is nullified during the event, the Willkie House will not return fees and deposits.. Any damages that exceed the deposit will be owed to the Willkie House. The deposit and rental fee are due the day the facility is reserved. Any event cancellation must be made at least 30 days before the event in order to obtain a refund of the deposit. In the case of a cancellation within 7 days of the event, only half of the rental fee will be refunded.

Renter _____ Date _____

Willkie House Staff _____ Position _____ Date _____