



## Rental Agreement for Northfield Workforce Development & Conference Center (NWDCC)

### Contact Person

Today's Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Event Info

Room Rental \_\_\_\_\_ Type of Event: \_\_\_\_\_

Attendance Expected \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time Start: \_\_\_\_\_ End: \_\_\_\_\_

Tables/Chairs Rectangle: \_\_\_\_\_ Round: \_\_\_\_\_ Chairs: \_\_\_\_\_

Layout/Set up Classroom Style U-Form Banquet Other: \_\_\_\_\_

### Accessories Needed *(Circle all that apply)*

Laptop      Easel      Projector      Sound System  
Microphone      Wifi

### Compensation To Be Paid

Fee Guarantee \$ \_\_\_\_\_

Non-Refundable \_\_\_\_\_

Deposit \_\_\_\_\_

Balance of Guarantee \$ \_\_\_\_\_

Credit Card Info\* Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*Credit Card will be used to hold the date of event/meeting**

### Payment Policy

Preferred method of payment is by check made payable to SCTWA/Northfield. NWDCC requires a non-refundable 25% deposit upon return of signed contract. The deposit will be deducted from final cost of rental. NWDCC requires a deposit or credit card to hold your reservation. The credit card will only be charged for cancellations within the 48 hour time frame or a no-show. If you prefer to use credit card for deposit or payment, please be aware there will be a 5% additional service fee added to your balance.

## Confirmation Policy

**TO SECURE THE DATE REQUESTED. DEPOSIT MUST BE RETURNED WITH SIGNED CONTRACT BY SPECIFIED DATE. OTHERWISE DATEW WILL BE MARKED AS PENDING AND NOT CONFIRMED UNTIL PAYMENT IS RECEIVED.**

## Cancellation Policy

Should client have cause to cancel this agreement, notice must be given to NWDCC in writing within (30) thirty days prior to event date to receive refund of your deposit. Any notice given less than (30) thirty days Client will forfeit the 25% deposit. Seven (7) days or fewer prior to event: will be charged 50% of total rental fee. 48 hours prior to event: will be charged 100% of total fee. NWDCC may be able to reschedule your event depending on availability.

## RULES & REGULATIONS

- Client is responsible for reparation of any damages arising from the rental of NWDCC facilities and property. Children and other guests must remain in the area reserved. Client is responsible for the conduct of their guests and will be held responsible for any missing or damaged property.
- **SMOKING/ALCOHOL IS PROHIBITED ON THE PREMISES OF THE NWDCC FACILITY**
- Changes will not be accepted from anyone other than the client. Client is responsible to inform anyone providing services of the rules listed and is responsible for compliance with these rules.
- Client is responsible for complying with fire codes; including but not limited to blocking emergency exits and use of extension cords.
- A limited amount of audio visual equipment is available and should be scheduled in advance. All fees must be paid prior to the reservation date.
- NWDCC reserves the right to have the volume of any sound system (including DJ's and bands) lowered or eliminated if sound is interfering with activities in adjoining rooms.
- Linen and décor services are available through local vendors for your event. It is the Clients responsibility to contact vendor and payment.
- For any questions/referrals for outside catering services or linen services please contact the Spring Hill Chamber of Commerce Director, Natalie Kiern at 931-486-0625.

I hereby acknowledge and understand these rules and regulations. I further understand that I will be held liable for any damage that occurs as a result of my reservation. In witness whereof, the parties have executed this Contract on the respective dates shown by their signatures.

\_\_\_\_\_  
Client Printed Name                      Date

Dakota Mercer  
\_\_\_\_\_  
*NWDCC Representative*                      Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
NWDCC Representative Signature