

Reservation Agreement for Special Events

Name of Business/Organization or Renter Name

Primary Contact

Phone

Email

Billing address

Description of Renter's activity

Day(s) and Time(s) for Renter's activity

Start Date

End Date

Open Studio

Closed Studio
(Studio C)

Rental Rates

Special Events	\$65 per hour
Day Rate	\$450 per day
Cleaning Fee	\$150 per day

Rate Calculator

+ \$ **Cleaning Fee** =

Special Events hours or day

Total

Paid? (Method: Credit Card | Check | Cash)

Security deposit for Special Events: \$100

Security Deposit for liquor (if applicable): \$100

Paid? (Cash or check only)

Paid? (Cash or check only)

Credit Card Information

Visa | MC | Amex | Discover

CC No.

Expiration

CCV #

Signature of renter

Date