

# TILDEN PUBLIC LIBRARY LIED AUDITORIUM RENTAL CONTRACT

The Auditorium is available to individuals and/or groups for private functions, and to non-profit organizations for meeting of an educational, civic, or cultural nature open to the public. The rental fees are: 4 hours or less - \$50; over 4 hours - \$75. Rental of the auditorium will be secured in advance with an authorized signature on this rental contract. The renter assumes responsibility for damages to the auditorium, surrounding rooms, and any equipment used.

GROUP/ FUNCTION NAME: \_\_\_\_\_

REQUESTED USAGE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT PURPOSE: EDUCATIONAL \_\_\_\_\_ CIVIC \_\_\_\_\_ CULTURAL \_\_\_\_\_ PRIVATE \_\_\_\_\_

APROXIMATE MAXIMUM NUMBER OF GUESTS ATTENDING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

## EQUIPMENT REQUIRED:

# OF 5' ROUND TABLES \_\_\_\_\_ # OF CHAIRS PER TABLE \_\_\_\_\_ (6 MAX PER TABLE)

# OF 8' RECTANGULAR TABLES \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

TABLECLOTHS: *Table coverings are available for a fee. \$35 for 1 – 10; \$50 for over 10.*

NO \_\_\_\_\_ YES \_\_\_\_\_ (if yes) QTY \_\_\_\_\_

PROJECTOR / SCREEN \_\_\_\_\_ PODIUM W/ WIRELESS MIC \_\_\_\_\_ or STD MIC \_\_\_\_\_ PIANO \_\_\_\_\_

LIBRARY PERSONNEL TO SET UP/TAKE DOWN TABLES & CHAIRS? YES \_\_\_\_\_ NO \_\_\_\_\_

*There will be an additional fee of \$25 for this service*

I certify that I was given and have read the **Auditorium Use Policy** and agree to comply with it.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_