

Please download the form and open it with ADOBE READER in order to submit it via email! An active email account is required.

**For Office Use Only**

Deposit Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Fee Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deposit Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

**City of Metter  
Old Depot  
Reservation Contract**

Name of Individual/Organization: \_\_\_\_\_

Contact Person (if Organization): \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
(street) (city) (state) (zip)

Telephone Number:

\_\_\_\_\_  
(home) (work) (cell)

E-Mail Address: \_\_\_\_\_

**Date of Rental: \_\_\_\_\_ (16 HOURS)**

**\*Note: Your time of reservation MUST include your set up and clean up time. Your set up before and clean up after must take place within your rental time.**

Purpose of Rental: \_\_\_\_\_

**\*Note: Depending on the type of rental, a security guard may be hired at the lessee's expense if deemed necessary by the City of Metter.**

Number of People Expected to Attend: \_\_\_\_\_

Age Group of People Attending: \_\_\_\_\_

If room is reserved for minors, how many chaperones will attend: \_\_\_\_\_

**\*Note: A minimum of 1 chaperone to 10 children is required.**

This is a confirmation of the reservation that I have made with the City of Metter and the Old Depot Committee. I understand that my reservation is not completed until the rental fee and deposit are paid and a reservation contract form is completed. This written agreement, signed by the parties, contains the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all prior correspondence, discussions, and representations. I further understand that if any of the below equipment is missing or damaged, that I will be responsible for replacement of such equipment. Notwithstanding the foregoing, Lessee represents that it has read and fully understands the Terms and Conditions of Use.

\_\_\_\_\_  
 Lessee Signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Signature

----- **OFFICE USE ONLY** -----

Rental Fee \$ \_\_\_\_\_

Staff Making Reservations: \_\_\_\_\_

Date: \_\_\_\_\_

Key No assigned: \_\_\_\_\_

Date/time issued: \_\_\_\_\_

Date/time returned: \_\_\_\_\_

Inspected after event by: \_\_\_\_\_

**Equipment at the Depot:**

Items	Number there	Cost Each	Number Missing
New folding chairs	96	(\$35.00)	_____
Plastic chairs	33	(\$20.00)	_____
New round tables	14	(\$140.00)	_____
Wood round tables	03	(\$90.00)	_____
New 8' folding tables	03	(\$125.00)	_____
New 6' folding tables	03	(\$85.00)	_____

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_