

Roslyn Event Center
Rental Agreement

1. **The cost is \$500 per event. \$250 down payment required upfront, \$250 required by day of event.**
 - **This included setup of table and chairs, and clean up after event.**

2. **Setup – allowed in the center for 2 days prior to event. Cleanup – must have everything moved out my noon the following day.**

3. **Any Catering must be through 4 E’s Catering Service. No outside catering allowed.**

4. **The renters are 100% responsible for any and all damages to anything inside, outside, or on property grounds of the event center. The Renters also are responsible for 100% of any and all legal fees if any are incurred from an incident.**

5. **Alcoholic Beverages are prohibited unless purchased inside the Event Center.**

6. **We accept / decline Harlow's Shuttle Service for \$_____.**
(circle one or the other)

Renters: Date: _____

Name _____

Sign _____

Name _____

Sign _____

Roslyn Event Center: Date _____

Name _____

Sign _____