

**FACILITY RESERVATION CONTRACT
AUDRAIN CO. HISTORICAL SOCIETY**

501 S. MULDROW MEXICO MO 65265 573-581-3910 www.audrain.org

Today's Date: _____

Rental Date: _____

NAME: _____

ADDRESS: _____

PHONE: HOME: _____ CELL _____ WORK _____

SIGNATURE _____

Office use only:

MEETING ROOM: 1 Day _____ 2 Days _____ (Additional \$50 for 2nd day)

Rent: \$150.00 Cash Credit Card Check # _____ Key # _____

Deposit: \$150.00 Cash Credit Card Check # _____

CHURCH: 1 Day _____ 2 Days _____

Rent: \$500.00 Cash Credit Card Check # _____ Key # _____

Deposit: \$500.00 Cash Credit Card Check # _____

GAZEBO, GROUNDS, COURTYARD: 1 Day _____ 2 Days _____

Rent: \$250.00 Cash Credit Card Check # _____ Key # _____

Deposit: \$250.00 Cash Credit Card Check # _____

WHOLE HOUSE: 1 Day _____ 2 Days _____

Rent: \$700.00 Cash Credit Card Check # _____ Key # _____

Deposit: \$700.00 Cash Credit Card Check # _____

WHOLE COMPLEX: 1 Day: \$1500.00/ Dep. \$1500.00 2 Days: \$2500.00 /Dep. \$2500.00

Rent: _____ Cash Credit Card Check # _____ Key # _____

Deposit: _____ Cash Credit Card Check # _____

SECURITY DEPOSIT **AND** RENT ARE TO BE PAID AT THE TIME OF RESERVATION.

CANCELLATIONS need to be made at least **30 days prior** to the event for a full refund.

Copy of Rules given to Renter.

Walked through the facility to show the Renter cleaning supplies, vacuum, general supplies, and the dumpster location, key box drop off box.

Method of return & date: _____ Security Deposit returned: _____