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**HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS  
RENTAL CONTRACT**



Huston-Tillotson University, a non-profit corporation (lesser), provides this rental agreement between the University

and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(lessee).

Lessee will rent the following buildings/grounds Choose an item.

on Click here to enter a date. during the hours of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A security deposit of $150 or 10 percent for reservations over $10,000 is required to hold the reservation of the event. Lessee agrees to pay the balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ five (5) days prior to the start of the event. Security deposits are non-refundable and applied toward the balance of the facility/grounds.

The following cancellation policy applies to all facilities/grounds reservations: 30 days prior to the event, a full refund of rental feeds paid, minus security deposit; 14 days prior the event, 50 percent of rental fees paid, minus security deposit; and 5 days prior to the event, no refund will be granted. Lessee will be charged for damages, missing property, or equipment.

Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number Expected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering Requirements\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Janitorial Services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technician Services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Liability Insurance Carrier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Ala Carte Menu Services, Inc., which is a separate entity from Huston-Tillotson University, will issue a separate invoice for charges, including necessary rental items, to the lessee.

I have read the contract, fully understand, and agree to the written terms. I have attached a copy of the liability policy for this event.

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Huston-Tillotson University Representative Signature Date Lessee’s Signature Date

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 Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Telephone Number Fax

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 E-Mail

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