



Rental Agreement

Ferguson Parks & Recreation | 1050 Smith Ave. Ferguson, MO
 (314) 521-4661 | www.fergusoncity.com

| RENTAL INFORMATION | | | | |
|---|--|-----------|----------------------|-----------------------|
| Date of Reservation: | | | Reservation Purpose: | |
| Begin Time: | | End Time: | | Estimated Attendance: |
| <i>Be sure to include all set-up time and clean-up time needed.</i> | | | | |
| Room(s) Requested: | <input type="radio"/> Small Room <input type="radio"/> Medium Room <input type="radio"/> Large Room <input type="radio"/> Event Center | | | |
| Room Set-Up: | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> Event Space Diagram Attached | | | |

| CONTACT INFORMATION | | | | | |
|---|--|--|-------------|--|------|
| First Name: | | | Last Name: | | |
| Address: | | | City/State: | | Zip: |
| Primary Phone: | | | E-mail: | | |
| Alternate Phone: | | | DOB: | | |
| <i>Security deposit refunds will only be returned to the name and address of the person listed above.</i> | | | | | |

| RENTAL POLICIES | |
|---|------------|
| <i>I have read the facility rules and rental policies and will see that my group follows them. I realize that failure to follow the facility rules may result in expulsion and payment of damages to the City of Ferguson. I also understand that the City of Ferguson will not be held responsible for any accidents or injuries occurring to any members of the group while using the facilities.</i> | |
| Date: | Signature: |

| FOR OFFICE USE ONLY | | | | | | | |
|------------------------|--|------------|--|---------------|-----------------|------------------------------|--|
| Room # | | # of Hours | | Hourly Rate | | 5 Hour Block: | |
| | | | | | | Total Rental Cost: | |
| A/V Rental Item: | | | | | A/V Rental Fee: | | |
| | | | | | | Refundable Security Deposit: | |
| | | | | | | Total Due: | |
| Security Deposit Paid: | <input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Money Order <input type="radio"/> VISA <input type="radio"/> MasterCard | | | | | | |
| Receipt #: | | | | Processed by: | | | |