Middletown Central Park Association
15299 Central Park Rd
PO Box 383
Middletown, CA 95461
(707) 355-4747

Rental agreement for MCPA building, requesting for the dates and facilities below:

date: _____Hours:_____

Event:_____

Rental Fees

Main Hall Only: Tables and Chairs	$300.00
Kitchen Only:	$200.00
Cleaning/Damage/Security Deposit:	$500.00

Deposits are due with returned agreement to hold reservation.

Balance must be paid two weeks prior to the rental date.

Payment should be made payable to MCPA.
Two separate checks, one for rental fee and one for deposit.
Mail Application, Deposit and Building Fee to Building Manager:

Building Rental
PO Box 383
Middletown, CA 95461

Proof of Liability Insurance for day(s) of building rental must be received two weeks prior to event date.

Cancellation Policy: Event must be cancelled at least 7 days prior to rental date to receive a refund.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~office use only~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Received on: _____ by: _____

Middletown Central Park Building Rental Agreement

- Final payment due two weeks prior to event date.
- Renter must provide Certificate of Insurance naming MCPA as additionally insured two weeks prior to event.
- Access to building will be provided the day of the event.
- Access before & after event must be arranged with building manager.
- Rental of MCPA building may include the following;
  - Main Hall 18 Round Tables, 4 Rectangular Tables, and 74 folding chairs
  - Kitchen (sink, stove, refrigerator, serving tables)
- Rental does not include; plates, utensils, cooking supplies, pots, pans, etc
- RENTER is RESPONSIBLE for the action of his or her guests.
- RENTER is RESPONSIBLE for ANY DAMAGE caused during rental agreement.
- RENTER is RESPONSIBLE FOR HIRING SECURITY PATROL FOR EVENT
- NO ALCOHOL SALES IS PERMITTED, and must be listed on insurance if being served
- Maximum building capacity is 100 people.
- No loud music/noise is permitted after 11pm
- Access to the building may be permitted the afternoon prior to the event for setup and the morning after, for cleanup, at no additional charge, **depending upon other scheduled events. Prior arrangements must be made with the building manager.**
- The full deposit will be refunded upon the condition of the facility. As determined by the Building Manager.
  - Required Cleanup & Maintenance includes:
    - Sweeping & wet mopping all floors (hall, restrooms, kitchen)
    - Damage check (inside & out)
    - Removing all garbage from premises (please supply your own bags)
    - Turning off all lights (main hall, restrooms, kitchen)
    - Turning off central heating and air, stoves, ovens & appliances, if applicable
    - Locking all doors
- **A portion of the deposit may be forfeited if any terms of this agreement have been violated. Please no Glitter, Confetti or nails in the walls**
- If problems or questions, please contact the building managers, Karen Jones 707 -355-0227, Dawn Egger (707)889-7888 or Susie Knowles 707-490-8860.

_____ _____ _____

Signature Print Name Date

Your signature above affirms your understanding of, and agreement to all terms and conditions listed within the Building Rental agreement.

Middletown Central Park Association Building Rental Application

Please fill out this form and return to the building manager to complete your reservation for the building.

PLEASE PRINT LEGIBLY

Full name of responsible party: _____

_____ _____ _____ _____
Mailing Address City State Zip

_____ _____ _____ _____
Physical Address (if different from above) City State Zip

Telephone: Day ( )_____
Evening ( )_____
Other ( )_____

Email: _____

Event Date: _____ Event start time: _____

Type of Event: _____ Est. end time: _____

Number of guests expected: _____