

Wolcott House Rental Contract

1. Smoking and or alcohol is not to be used in the house.
2. All messes will be cleaned up and trash will be removed from the premises by the renter.
3. If furniture is moved it should be returned to where it was before leaving.
4. Front and back doors should not be left open for extended time.
5. Thermostats should be set back to the temperature they were before leaving.
6. Lights should be turned off before leaving.
7. Renters park in designated parking areas not in yard.
8. Rental time is 8a.m. till 11p.m. on day you have reserved.
9. If you wish to set up or decorate prior to your reserved date you will need to reserve that day and pay for the extra day.
10. A deposit of \$75.00 plus rental fee is due at time of booking.
(deposit returned after inspection by house manager.)
11. House will be unlocked and locked by house manager

Rental Fees

Check		# days	Amount
___ Rental to Tri-county school area (1-50 guests)	\$35.00 a day	___	\$ _____
___ Rental to outside Tri-county area (1-50 guests)	\$50.00 a day	___	\$ _____
___ Rental to Tri-county school area (51+guests)	\$75.00 a day	___	\$ _____
___ Rental to outside Tri-county area (51+guests)	\$100.00 a day	___	\$ _____
___ Use of kitchen for preparation (1-50guests)	\$40.00	___	\$ _____
___ Use of kitchen for preparation (51+guests)	\$50.00	___	\$ _____
___ Use of linens (1-50guests)	\$25.00	___	\$ _____
___ Use of Linens (51+guests)	\$50.00	___	\$ _____
		___	\$ _____
___ Deposit (returned after final inspection by house manager)	\$75.00		\$ <u>75.00</u>

Rental Fee Total \$ _____

If house renter wants to use pavilion in conjunction with house, renter is responsible for putting out reserved signs in pavilion and also clean up and trash removal when done. (circle pavilion here)

Date Wolcott House to be reserved _____

Type of function _____

I have read and will abide with all rules and fees listed above.

Signature of renter: _____ Date: _____

Signature of House Manager: _____ Date: _____

Date deposit returned: _____

Reason deposit not returned: _____