

## Baxter Visitor Center Rental Agreement

This Agreement made and entered on the \_\_\_\_\_ day, of \_\_\_\_\_ 20\_\_\_\_, by the City of Baxter and the Friends of the Depot Organization.

Note: Only available for rent after the Baxter Visitor Center/Museum is closed to the public after 2 p.m.

**Rental of Room is \$100.00 for 3 hours (including set up and take down time), Payable to the City of Baxter, (P.O. Box 335, Baxter, TN 38544). \$25.00 per hour for any additional hours. Required is a Security Deposit of \$100.00 made out to the Friends of the Depot, P.O. Box 384, Baxter, TN 38544. This check is held until area is inspected and approved.**

**Rental Fee Payments are non-refundable, for any reason.**

### Facilities rented to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Signature on this User Agreement constitutes an agreement to abide by the terms and conditions outlined in the City of Baxter and the Baxter Visitor Center Fund Raising Room Policy. By signing this application, you agree to indemnify, defend and hold harmless the City of Baxter, its employees, and officials from and against any and all suite claims, losses, injuries, penalties, demands, expenses, or judgement arising from or in connection with the requested use of the fund raising room. Should the User violate any of the procedures, rules, or regulations, the User will forfeit the privilege of any future use of said facilities without any refund. The person executing this User Agreement represents that he/she has the authority to execute this agreement on behalf of the User and is responsible for the payment, set forth and the overall supervision of the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Secretary/Officer \_\_\_\_\_

Visitor Center Contact: Connie Gentry – 931-267-8877