

## Baxter Visitor Center Conference Room Use Agreement

This Agreement made and entered on the \_\_\_\_\_ day, of \_\_\_\_\_ 20\_\_\_\_ by and between City of Baxter and referred to as "User".

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Anticipated Number in Attendance: \_\_\_\_\_

Set-up time In: \_\_\_\_\_ Take down & Clean-up Time Out: \_\_\_\_\_

Start of Event: \_\_\_\_\_ End of Event: \_\_\_\_\_

User: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Requested Room and Usage Fee:**

| Day & Time Available                     | Use Fee      | Time Requested | Total # of Hours | Total Charge |
|--|--------------|----------------|------------------|--------------|
| Monday – Saturday 7:00 a.m. – 10:00 a.m. | \$25.00/hour |                |                  |              |
| Monday – Thursday 2:00 p.m. – 10:00 p.m. | \$25.00/hour |                |                  |              |
| Friday 4:00 p.m. – 10:00 p.m.            | \$25.00/hour |                |                  |              |
| Saturday 4:00 p.m. – 10:00 p.m.          | \$25.00/hour |                |                  |              |
| Sunday 3:00 p.m. – 10:00 p.m.            | \$25.00/hour |                |                  |              |

Will alcohol beverages be served at this event?  Yes  No

Will food and drinks be served at this event?  Yes\*  No

**\*If yes, a \$35 deposit will need to be made payable to the Friends of the Depot and mailed to the Friends of the Depot at PO Box 222 Baxter, TN 38544.**

Signature on this Use Agreement constitutes an agreement to abide by the terms and conditions outlined in the City of Baxter Conference 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 suit claims, losses, injuries, penalties, demands, expenses, or judgments arising from or in connection with the requested use of the conference 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 Use Agreement represents that he/she has the authority to execute this agreement on behalf of the User and is responsible for the payment, set-up, clean-up and overall supervision of the event.

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Use: MOP: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Received by: \_\_\_\_\_