

VILLAGE OF ADA

Ada Village 1887 Historic Railroad Depot

Rental Agreement

Rental Fee: \$60.00 per reservation

**Security Deposit: \$75.00 per reservation
(refundable per attached rules)**

Date of application: _____

Purpose of rental: _____

Date requested for use of Depot: _____

Expected # of attendees: _____

Rental time (include set up & clean up time):

Time in: _____

Time out: _____

Name of applicant: _____

Street address of applicant: _____

City, State, Zip _____

Telephone number: _____

Cell number: _____

Email address: _____

Employer: _____

Rental fee is refundable if the event is canceled no later than five (5) days prior to the date of the event. The security deposit is refundable within thirty (30) days after the event, if the facility is found clean and orderly upon inspection by our cleaning service.

I have received a copy of and understand the Rules and Regulations for Use of the Depot. I agree to the conditions set forth therein.

A telephone is not available in the Depot. For emergency reasons, I agree to have a cell phone in my possession at all times while on the premises.

Signature of applicant _____

Date: _____

Applicant's driver's license # _____

FOR OFFICE USE ONLY

Fee charged: _____ **Deposit charged:** _____ **Method of pymt:** ___ cash ___ check ___ credit card

Receipt # _____ **Received by:** _____ **Copy to Fiscal Officer**