

The City of Martins Ferry Recreation Center

Dining Room Rental

I agree to rent The City of Martins Ferry, Veterans Memorial Center dining room, for its use on the specified date below. I understand that by signing this agreement, myself, and my guests are responsible for any and all damages to the center. By signing this agreement, I, also relieve The City of Martins Ferry of any and all responsibility and liability of injury and / or loss which may occur.

TOTAL RENTAL FEE IS \$175.00

Total fee due upon signing. Payable by cash, check, or money order.

Cancellation within 2 weeks of event will return \$50.00 of rental fee, rest of rental fee is nonrefundable.

Valid photo ID is required. All events must conclude NO later than 9:00 PM.

The center will provide tables, chairs, trash receptacles, and trash liners for the event. The renter is responsible for ALL set up and decorating prior to the event. ONLY MASKING TAPE/PAINTERS TAPE can be used on any painted surface. Once the event is complete, the decorations will need to be disposed of and all trash receptacles will need to be tied up and placed in the dumpster, following the event. The trash cannot be left in the dining room. The tables and chairs will need to be put away. The floor will need to be cleaned up of any spills and a dry mop will need to be taken over the floor to pick up any debris.

Name of Renter _____ Todays date _____

Date of Rental _____ Est # of guests _____

Time of event _____ Date paid _____ Receipt# _____

Signature of renter _____

Address _____ Phone number _____