

PRAC Facility Rental Contract

This Contract being made between the renter identified below as "Renter" and the National Audubon Society, Inc. /Pascagoula River Audubon Center identified below as "PRAC".

- This contract, when signed by the Renter or authorized company agent, returned with your \$125 deposit and a credit card on file, serves as an agreement and confirms your event date with PRAC.
- A *non-refundable* deposit of \$125 is required for all events. The balance due to be paid in-full fourteen (14) days prior to the event date. Additional payments can be made at your convenience until final payment in full is required.

Total Balance: \$ _____ **will be due on or before:** _____

- A credit card is required on file for any incidental charges that may occur before, after or during your event.

CREDIT CARD # _____ **CVV#** _____ **EXP** _____

CARD ADDRESS _____

- **Cancellation Policy:** PRAC must receive notice of cancellation in writing or by email at least 72 hours before the event. Cancellations received after this time will be charged a fee of \$100.
- An additional hourly rate of \$125 will apply should you decide to extend your event.
- Renter hereby agrees to assume all risk of loss, damage, liability, injury, cost or expense that might arise during or caused in any way, in whole or part by Renter's use or occupancy of the Pascagoula River Audubon Center facilities rented herein and surrounding property. Furthermore, Renter hereby agrees, at Renter's sole expense, to indemnify, defend, and hold PRAC and/or its officers, employees and volunteers free and harmless from any loss, claim, liability, damage, cost (including attorney's fees), and/or injury to premises and property that in any way may be caused, in whole or in part, by or during Renter's use or occupancy of said properties and/or facilities.
- Your signature below signifies your agreement to the included terms listed in this contract, the PRAC Amenities Agreement and the PRAC Rules and Regulations. Once complete, return the original copy of this contract to the Pascagoula River Audubon Center along with your deposit and all other information requested to confirm booking.

Signature: _____ Date: _____

Event Date: _____ Event Type: _____

FOR OFFICE USE ONLY

Base Price \$ _____ PRAC Amenities \$ _____ TOTAL RENTAL \$ _____

PRAC Amenities Agreement

Name:	Company:
Phone:	Email:
Address:	

Event Information

Event Date:	Event Type:	Duration:
Set-Up Time:	Start Time:	End Time: Lock-Up Time:
Indoor/ Outdoor Event:		Rooms Requested:
Event Activities:		Rental Cost:
No. of Guest:	Public/Private:	Alcohol: Security:

PRAC Amenities Requested

2ft x 6ft Rectangle _____ of 8	5ft Round _____ of 8	2.5ft Bistro _____ of 6	4ft x 6ft Plastic _____ of 10	Chairs _____ of 60	5ft Wooden Benches _____ of 6
Kitchen:	Refrigerator:	Ice Machine:	Stove/Microwave		Coffee Bar:
Indoor Bar:	Outdoor Bar:	Handicap Lift:	Utility Lift:	Outdoor Heater: Propane not supplied	
Projector:	Speaker/Microphone:	Gift Shop Open:	Gift Shop Closed:		

Optional PRAC Rentable Amenities

White Tablecloths @ 15 ea needed	Bartender @ 100 per hr hours needed	Golf Cart Driver @\$100 hours needed	Total Amenities:
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Venue Setup Information:

Caterers & Vendors Contact Info:

Total Amount of Rental/Amenities: \$ _____

Renter Signature: _____ Date: _____

PRAC Representative: _____ Date: _____