

## 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:	Rooms Requested:	
Indoor/ Outdoor Event:		<b>Rental Cost:</b>
Event Activities:		
No. of Guest:	Alcohol:	Security:

### PRAC Amenities Requested

2ft x 6ft Rectangle _____ of 12	5ft Round _____ of 10	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: <small>Propane not supplied</small>	
Projector:	Speaker/Microphone:	Gift Shop Open or Closed:			

### Optional PRAC Rentable Amenities

Security @ \$30 per hour (required if serving alcohol) _____ hours needed	Golf Cart @ \$50 licensed driver only	<b>Total Amenities:</b>
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### Service Amenities (Payable in CASH directly to service provider)

Basic Bartender (Beer / Wine) @ \$30 per hour _____ hours needed (include setup / cleanup time)	Full Bartender (Cocktail/Mixers) @ \$50 per hour _____ hours needed (include setup/cleanup time)
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### Venue Setup Information:

### Caterers & Vendors Contact Info:

Total Amount of Rental including Amenities: \$ \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRAC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## PRAC Facility Contract Agreement

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”.

When signed by the Renter or authorized company agent, this contract serves as an agreement and confirms your event date with PRAC. A *refundable damage deposit* of \$150.00 (Cash or Check) 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 valid credit card is required on file for any incidental charges that may occur before or after your event.

**CREDIT CARD #** \_\_\_\_\_ **CVV#** \_\_\_\_\_

**EXP:** \_\_\_\_\_ **BILLING ZIP CODE** \_\_\_\_\_

**Cancellation Policy:** PRAC must receive notice of cancelation 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 **\$100** will apply should your event extend the contracted duration.

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 loss, damage, claim, liability, cost (including Attorney’s fees) and/or injury while occupying the PRAC facilities and/or property. The 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 PRAC facilities and/or property.

Your signature below signifies your agreement to the included terms listed in this contract, the PRAC Amenities Agreement, the PRAC Rules and Regulations and the PRAC Facility Clean-Up Agreement. 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 \$ \_\_\_\_\_

Deposit paid \$ \_\_\_\_\_ Date \_\_\_\_\_ **BALANCE DUE \$** \_\_\_\_\_