



BROWN OAKS

One Old Wilderness Road, Summersville, West Virginia 26651

Phone (304) 872-9248

Rental Contract

This contract constitutes a written agreement between Brown Oaks/City of Summersville and _____ made on _____.
No oral agreements have been entered into and all modifications shall be in writing.

RENTAL RESERVATION

Date/s _____ Event _____
Day of Week Date Type For Whom

Rental Time Period _____ Rental Space/s _____
Actual Time Frame

PAYMENT

- The rental fee is \$ _____. A deposit of 50% of the rental fee and the \$200.00 security deposit is required at the time of the reservation. The balance of the rental fee shall be paid no later than 30 days prior to the event.
- The security deposit is \$200.00. It will be refunded after the Post-Event Inspection if the facility and/or grounds are left in good condition. All broken, damaged or missing items will be charged to the party at its replacement costs. If damage costs are greater than the security deposit, the renter will be liable for the full amount.
- If the renter fails to vacate the property within their rental period an additional hourly fee of \$25 will be assessed and be taken out of the security deposit.

CANCELLATION POLICY

In the event of cancellation, written notification must be received 30 days prior to the upcoming event or the deposit (50% of the rental fee) will not be refunded. The security deposit will be refunded in full.

ALCOHOL USE

If serving alcohol, it will be (check one)

Served by caterer Served by individual/organization

Certificate of liability insurance _____
***DUE 30 DAYS PRIOR TO THE EVENT** Company and Policy Number

House Director Signature Date

Renter Signature Date

Individual/Organization (Print)

This contract consists of 3 pages, all of which must be signed or initialed.