



The Woman's Industrial Exchange Rental Agreement

Renter: _____ Date of Use: _____

For the Event Of: _____ Time: _____ (begin) _____ (end)

Caterer: _____

Approximate Number of Guests: _____ (maximum 100 persons)

Address: _____

Telephone: _____ (primary) _____ (secondary)

Rental: Renter agrees to rent space for the Event from The Woman's Industrial Exchange (WIE) pursuant to the terms set forth below and in accordance with the accompanying Rules and Regulations. The rental space includes the **Abell Room, kitchenette and bathroom; Kitchen; Dining Room(circle space(s) that are included in rental)**. The basic rental includes ___ hours, which includes the time required for set-up and breakdown by you and or your caterer. The caterer, if any, must be approved by The Woman's Industrial Exchange.

Event Rental Rate: \$ _____

Additional Hourly rate: \$ _____

Total Rental Fee: \$ _____

Deposit (non-transferable) 1/3 of total rental fee: \$ _____

Security Deposit: \$ _____

Balance Due (received ___ calendar days prior to your event) _____ on _____ or the reservation will be cancelled. The signed Rental Agreement must accompany the deposit.

Cancellation and Refund Policy: Cancellations *must* be received in writing by WIE. The Deposit, less a \$25 administrative fee and any fees incurred by WIE in preparation for the Event, will be returned if cancellation notice is received by WIE at least ___ **calendar days** in advance.. If cancellation occurs after the notice period **all deposited funds will be forfeited.**

Guests and Caterers will comply with the "Rules and Regulations" and "List of Renter's Responsibilities" as provided in the rental contract. I hereby accept responsibility for renting the

_____ rental space of WIE.

Renter Date WIE Representative Date