

# Lake Ridge Commercial Center

## 4200 Lake Ridge Drive; Raleigh, NC 27604

### Event Rental Agreement

call business # 919-231-2660/ on site center phone: 919-876-7187 e-mail: FruitofLaborWCC@netscape.com

Today's Date:			
Booking Person:			
Type of Event:			
Estimated Attendance:			
<b>Contact Information:</b>			
Applicant's Name(s)		E-Mail:	
Address:		City:	State & Zip:
Phone:		Fax:	
Drivers License #		Expiration Date:	
Contact person:		Person in Charge of Event:	
Organization Name:			
Organization Address:		City:	State & Zip:
<b>Time of Use:</b>			
Date(s)	Beginning Time <i>(starts when the door is un-locked &amp; includes any set-up time)</i>	Ending Time <i>(includes any time needed for clean up.)</i>	
Rates: rental - \$90.00/hr (large room) \$60.00/hr (café) both rooms -\$150.00/hr (2 hr. minimum) Host - \$15.00/hr; Security Guard - \$40.00/hr.; Security Deposit - \$200.00; Outside caterer fee - \$25.00; <i>(Note: If attendance is greater than 50 people, 2 hosts are required.)</i>			
<b>Rate Calculations:</b>			
Note: Rooms, floors & bathrooms must be cleaned and all trash removed following the event.			
Security Deposit:		Date Paid:	
Rental Fee:		Date Due/Paid:	
Other Fee:		Date Paid:	
Other Fee:		Date Paid:	
<b>Other Needs:</b>			
Tables:	Y    N	Music:	Y    N    Flowers: Y    N
Chairs:	Y    N		
Catering:	Y    N		
Other:			

To guarantee rates quoted, the availability of room requested and all other terms of this contract, this contract must be signed and returned along with the security deposit to Mayo-Laughinghouse Properties by \_\_\_\_\_. The full rental fee must be paid 24 hours before the event is scheduled to begin on \_\_\_\_\_ or the room may be canceled. In such event the deposit will be retained. The facility must be cleaned following the event. Incurred damages will be deducted from the security deposit.

I have read the above contract and agree to the terms and conditions.

Lessee	Date	FOLWCC Representative	Date
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