

# The Paradise Center

## Rental Application and Agreement

Complete and return this form, with payment to:

The Paradise Center, P. O. Box 162, Paradise, MT 59856

For additional information or answers to questions, call (406) 826-0500.

Space for public rental at The Paradise Center is the 40' x 60' auditorium (formerly the gym) and adjoining certified kitchen. The space is appropriate for family reunions, birthday parties, presentations, meetings, performances, or exhibits. Maximum seating w/out tables is 200; maximum seating w/tables is 120.

### Rental Guidelines

- *Application must be received no less than 7 days prior to event and is subject to lessor's review/approval of proposed use.*
- *Renters MAY NOT relocate, remove, or alter items within rented space without lessor's express permission.*
- *Walls and floors are to be protected: no tape, tacks or other material may be used to affix things to the walls or floors; any sharp items placed on the floor need a tarp or padding underneath.*
- *Space must be cleaned after use and left in same condition as on arrival; renter may clean the space or contact us to arrange for cleaning services at renter expense of \$10 per hour. Cleaning includes sweeping, DAMP mopping, wiping tables/counters, depositing trash in bin near entry gate, leaving furnishing as they were upon arrival unless other arrangements have been approved.*
- **REQUIREMENTS FOR ALL RENTALS:**
  - *Signed "Rental Application and Agreement"*
  - *Pre-event payment for rental AND separate \$50 security deposit check, which will be returned if no additional clean-up is needed and/or no damage is done to the space or furniture.*

Individual Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Information: Phone and email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s) (from - to): \_\_\_\_\_ Number of people: \_\_\_\_\_

### Information and Rental Costs

**Space:** Please check appropriate category or categories:

Auditorium rental is by the hour; please read fully and check the box most applicable:

\$10 per hour, with four-hour minimum, for non-profit organizations holding an IRS 501(c)(3) tax exempt status, family events (birthday parties, family reunions, etc.) or church events. \$10 per hour for every hour (or part of an hour) past the minimum four.

\$20 per hour, four-hour minimum, for other organizations, individuals, or uses. \$20 per hour for every hour (or part of an hour) past the minimum four.

\$25 per hour, with four-hour minimum for groups involving more than 100 people. \$25 per hour (or part of an hour) past the minimum four.

TBD for special arrangements: Explain \_\_\_\_\_

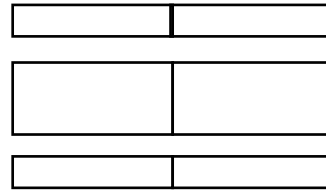
Kitchen  \$20 \_\_\_\_\_ /serving;  \$10 per use for beverage-only services.

**Kitchen Temporarily Closed**

**Tables:** Rental is for duration of event. Please check all boxes that apply.

**Wall-mounted tables and benches** – Three sets are available. Each set is two tables and four benches. Tables may be used separate from benches. Each full set seats up to 12 adults. There is no rental charge.

One set of wall-mounted tables and benches

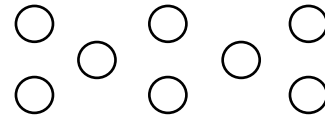


Number of table sets needed: (1, 2, or 3) \_\_\_\_\_

Number of bench sets needed: (1 to 6) \_\_\_\_\_

**Round tables** – Eight 60” circular tables available for inside use. Each seats 6 – 8 adults. Rental is \$5 per table.

Generally used configuration of circular tables



Number of circular tables: \_\_\_\_\_ X \$5 Each = Total \$ \_\_\_\_\_

**Rectangular tables** – Twelve 72” rectangular tables available for inside use. Each table seats 6 – 8 adults. Tables can be arranged in variety of configurations. Rental is \$5 per table.

Number of rectangular tables: \_\_\_\_\_ X \$5 = Total \$ \_\_\_\_\_

**Chairs:** Rental is for duration of event. Please check all boxes that apply.

**Padded chairs** – 150 padded chairs available for inside use. Rental is \$10 for 30 chairs.

Number of padded chairs: \_\_\_\_\_ X \$10 for each 30 = Total \$ \_\_\_\_\_

**Folding chairs** – 75 folding chairs available for inside or outside use. Rental is \$10 for any/all.

Number of folding chairs needed: \_\_\_\_\_ Total \$ \_\_\_\_\_

**Sound System and Projection Equipment:** Rental is for duration of event. Please check all boxes that apply.

Basic sound system – one microphone and two speakers There is no rental charge.

Rental for additional sound system components (cost negotiated) \$ \_\_\_\_\_

Rental for projection screen is \$25.

Rental for projector is \$25.

### CHECKLIST FOR APPLICATION

Enclosed total amount for rental(s): \$ \_\_\_\_\_

[Space \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_ Tables/ Chairs \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_]

Enclosed deposit of \$50 (Refundable – see “Requirements for All Rentals” above)

Signature indicates agreement with all guidelines and requirements stated in this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Paradise Elementary School Preservation Committee, as a non-profit charitable organization, does not endorse or oppose any of the views held by sponsors of events held at The Paradise Center.*