



# 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 Event Coordinator – Janice Hanson (406) 826-3656

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.

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

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

Contact Information: Phone \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

### Rental Guidelines

➤ **REQUIREMENTS FOR ALL RENTALS:**

1. Signed "Rental Application and Agreement"
  2. 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.
- 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 \$20 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.

### Information and Rental Costs

**Space:** Please read carefully and check all that apply:

- \$10 per hour, with four-hour minimum (total of \$40), 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 (total of \$80), 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 (total of \$100) for groups involving more than 100 people. \$25 per hour (or part of an hour) past the minimum four.
- Special arrangements to be discussed: Explain \_\_\_\_\_
- Kitchen  \$20 per event for cooking/serving;  \$10 per use for beverage-only services.

**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 to seat up to 12 adults; no rental charge. Tables may be used separate from benches. Number of tables needed: (1, 2, or 3) \_\_\_\_\_ Number of benches needed: (1 to 6) \_\_\_\_\_
- Round tables** – Eight 60” circular tables for inside use at \$5 per table. Each seats 6 – 8 adults. Number of circular tables: \_\_\_\_\_ X \$5 Each = Total \$ \_\_\_\_\_
- Rectangular tables** – Twelve 72” rectangular tables available for inside use. Each seats 6 – 8 adults. Tables can be arranged in variety of configurations. Rental is \$5 per table. Number of rectangular tables: \_\_\_\_\_ X \$5 = Total \$ \_\_\_\_\_

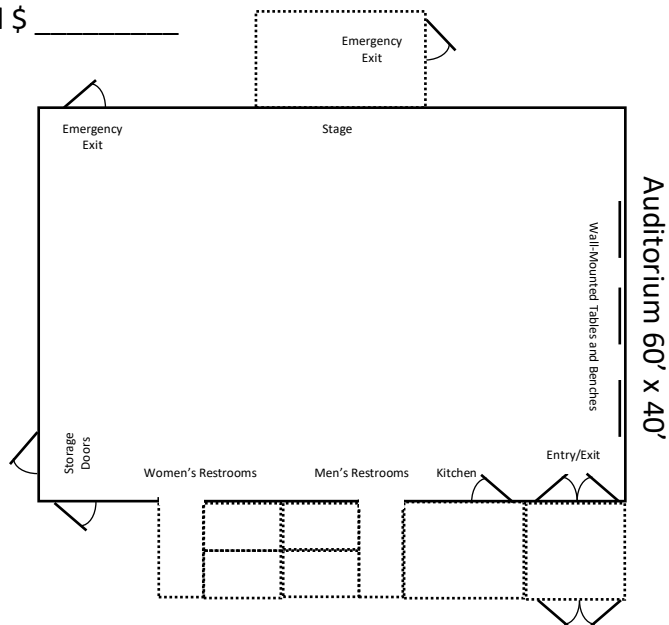
**Chairs:** Rental is for duration of event. Please check all boxes that apply.

- Padded chairs** – 150 padded chairs available for inside use. Rental is \$10 for 30 chairs. Number of 30-chair sets: \_\_\_\_\_ X \$10 (for each 30) = Total \$ \_\_\_\_\_
- Folding chairs** – 75 folding chairs available for 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 – one microphone/two speakers  
There is no rental charge.
- Rental for additional sound system components  
Cost negotiated \$ \_\_\_\_\_
- Rental for projection screen – Cost is \$25.
- Rental for projector – Cost is \$25.  
Cost \$25.



**CHECKLIST FOR APPLICATION**

- Enclosed check for total amount for rental(s): \$ \_\_\_\_\_  
[Space \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_ Tables/ Chairs \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_]
- Enclosed (*separate check*) cleaning fee \$50 (Refundable if facility is left clean)
- Signature indicates agreement with all guidelines and requirements stated in this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date