

# CityPlace and The Rawlings Foundation

## Event Contract Agreement

**Agreement Statement: Signature of this Contract Agreement acknowledges the acceptance of these terms and conditions on behalf of the Event Group, and that the Event Group is legally bound to this Contract Agreement and its Term and Conditions.**

**Event:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Event Group:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Yes** \_\_\_\_ **No** \_\_\_\_ **Copy of Event Group Liability Insurance Certificate Is On File**

**Event Group Liability Insurance Certificate is due no less than 30 days prior to event. Due date:** \_\_\_\_\_

**Event Space:** \_\_\_\_\_ **Full Day(s)** \_\_\_\_\_ **5 Hrs or Less** \_\_\_\_\_

**Extra 4 hrs or less Set-up Date:** \_\_\_\_\_ **Set-up time:** \_\_\_\_\_ **Extra Set-up fee \$200 pd:** \_\_\_\_\_

**Break-down 4 hrs or less date:** \_\_\_\_\_ **Break-down time:** \_\_\_\_\_ **Extra break-down fee \$200 pd:** \_\_\_\_\_

**Facility Rental:** \$ \_\_\_\_\_ **Extra Set-up/Break-down 4 hrs. or less:** \$ \_\_\_\_\_ **Total Rental:** \_\_\_\_\_ **w/Deposit:\$** \_\_\_\_\_

**25% of the Rental Fee is due on the date the contract is signed. Date signed & pd deposit:** \_\_\_\_\_ \$ \_\_\_\_\_

**Remaining Balance due no less than 2 weeks prior to event date. Date due:** \_\_\_\_\_ **Date pd.** \_\_\_\_\_ \$ \_\_\_\_\_

**\$500 Damage Deposit due no less than 2 wks prior to event date. Date due:** \_\_\_\_\_ **Date pd.** \_\_\_\_\_ \$ \_\_\_\_\_

- Rental of CityPlace tables and/or chairs Yes No If applicable, see attached contract

**Method of Payment:**

Check \_\_ Check # \_\_\_\_\_ Credit/Debit: Master Card \_\_ Visa \_\_ AmExp \_\_ Date pd. \_\_\_\_\_ \$ \_\_\_\_\_

Check \_\_ Check # \_\_\_\_\_ Credit/Debit: Master Card \_\_ Visa \_\_ AmExp \_\_ Date pd. \_\_\_\_\_ \$ \_\_\_\_\_

Check \_\_ Check # \_\_\_\_\_ Credit/Debit: Master Card \_\_ Visa \_\_ AmExp \_\_ Date pd. \_\_\_\_\_ \$ \_\_\_\_\_

Electronic Funds Transfer \_\_ Date pd. \_\_\_\_\_ \$ \_\_\_\_\_ Electronic Funds Transfer \_\_ Date pd. \_\_\_\_\_ \$ \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **Code on Back** \_\_\_\_\_

**Name as it appears on card** \_\_\_\_\_ **Billing Zip Code** \_\_\_\_\_

**Billing address if different from above** \_\_\_\_\_

**I have provided copies of the CityPlace and The Rawlings Foundation Policies and Procedures with this Contract Agreement to my Event Group and my Event Group has agreed to abide by these terms.**

**Event Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator/Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CityPlace a Project of The Rawlings Foundation 112 South 1<sup>st</sup> Avenue, La Grange, Kentucky 40031**

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