

NORTHWEST STREAM CENTER VISITOR BUILDING RENTAL AGREEMENT

Please Print:

Today's Date:

Rental Date: _____ **Event Times:** _____

Total Rental Hours **including set-up and clean up:** _____

Sponsor: _____ Applicant Name: _____

Address: _____

Phone Numbers: Work _____ Home _____ Cell _____

Driver's License Number (for individuals) or Federal Tax ID No. (for businesses): _____

Type of Function:

Estimate Number of Guest: Adults _____ Minors _____

Room(s) to be used (please circle): Auditorium Conference Room Library

Audio Equipment to be used (please circle): PA/Sound System DVD / Video / Projector / Movie Screen

Insurance: Not Applicable During Normal Business Hours, Monday-Friday, 8am to 5pm.

Business: Provide Certificate of Insurance with the Adopt-A-Stream Foundation named as additional Insured.

Individuals: Provide the Adopt-A-Stream Foundation a Certificate / Proof of Homeowners Insurance Policy Name: _____

Insurance Agents Name: _____

Note: *Members of the Adopt-A-Stream Foundation are covered under organization's insurance policy. Annual Membership to Adopt-A-Stream Foundation may be purchased for \$20 in lieu of certificate of insurance.*

Rules Specific To This Rental:

Certificate of insurance or membership to Adopt A Stream Foundation required as noted above. Applicant is responsible for set up and clean up. Refundable \$250 damage deposit is required via Visa or Master Card.

Acknowledgment

The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules and policies provide on the attached Rental Rate and Policy Form which the Applicant hereby acknowledges receipt. The Applicant/Renter shall indemnify and hold harmless the Adopt-A-Stream Foundation and its Board of Directors, Employees, Agents and Volunteers against any and all claims, demands, suits, actions, payment and judgments as a result of injury, death or property damage arising from, or connected with the use of the premises. Applicant hereby acknowledges that Applicant has reviewed the information on this Agreement.

Applicant's Signature: _____ Date: _____

For Adopt-A-Stream Staff Only: Rental Fee: _____ Damage Deposit: _____

Staff Reservation Confirmed by: _____