



Harry Cooler Conference Center Rental Agreement and Contract

The Harry Cooler Conference Center is an ideal location for your personal and professional event. It is our pleasure to assist you in creating the perfect experience for you and your guests. The unique Mid-century home along with the rustic but contemporary grounds will inspire creativity and provide an adventure for everyone in attendance.

Event Date: _____ Set up time: _____ Event start time: _____ End Time: _____

Event Name: _____ # of guests: _____

Client/Corporation: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Primary Phone: _____

Secondary Phone: _____ Email Address: _____

Note: Rental time is based on eight (8) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than eight hours.

- 1) A signed contract and date-hold deposit in the amount of \$500 (per each 8-hour period) must be received to reserve your date and time.
- 2) The balance of your rental space is due fourteen (14) days prior to your event.
- 3) A copy of your Special Event Liability Insurance is due no later than ten (10) days prior to your event. You will need to get coverage for General Liability for \$1,000,000. You can go to <https://www.theeventhelper.com/> to purchase insurance for your event (Approx \$70-100)
- 4) Payments should be made to Todd Anthony LLC. Cash, check or credit cards are accepted.
- 5) No refunds will be made thirty (30) days prior to the event date.
- 6) Renter shall remove all trash, personal property and leave property as it was prior to the start of the event. Upon completion of the renter's obligations, the owner shall return the security deposit minus any amounts deemed necessary to repair damages to the event center.

Renter/Representative signature and Date

Deposit Paid: _____ Date Paid: _____ Date Refunded: _____

Total Charges: _____ Discount Amount: _____

Remainder due: _____ Date due: _____

Insurance Policy received: _____ Waived: _____

