



**Reservation Contract** Wedding \_\_\_ Other \_\_\_\_\_

**Day of Week:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_ **Time:** \_\_\_ to \_\_\_\_\_

**Name of Renter(s):** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Building (s)**

**Cost/Package**

_____	_____
_____	_____
_____	_____

**Total:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_

**Alcohol (Y/N):** \_\_\_\_\_

LIABILITY: The New Richmond Preservation Society, Inc. and its individual members are not responsible for accidents, injury or loss of individual property when the property is being used by another organization or individual(s). The user will be responsible for the reimbursement of any expenses incurred by the Society in repairing damage that occurs while the property is in use. The user will also be responsible for the replacement value of any loss of Heritage Center property while the facilities are in use- this may be in excess of the security deposit.

\_\_\_\_\_ **Date** \_\_\_\_\_

**(Renter) Please sign**

\_\_\_\_\_ **Date** \_\_\_\_\_

**(New Richmond Heritage Center)**