

Marion Community Center Fee Summary

Renter: _____

Date Reserved: _____

Time Reserved: _____ am/pm to _____ am/pm

Rental Options (room prices include non-refundable deposit)	Check If Applicable	Amount
Ballroom =	___	\$300.00
Conference Center =	___	\$100.00
Kitchen =	___	\$50.00
Commons =	___	\$35.00
Conference Center, Commons, and Kitchen =	___	\$170.00
Commons & Kitchen	___	\$75.00
Reservation of Facility for "day before access" =	___	\$50.00/\$25.00
Reservation for Facility for "day after access" =	___	\$50.00/\$25.00
Projector =	___	\$50.00
Security/Damage Deposit - * <u>Refundable</u> =	X	\$150.00
Table cloths (color, size, number) _____	X ___	\$5.00
Chair Covers	X ___	\$3.00
Room Set Up—Ballroom/Conference Center =	___	\$50.00/\$25.00
Room Clean Up**--Ballroom/Conference Center =	___	\$75.00/\$25.00
Other _____	___	_____
Total Contract Amount (total of items checked above)		_____

Please remit your check, made payable to **Marion Advancement Campaign, Inc.**, in the **minimum amount \$100**, non-refundable reservation deposit for the ballroom **OR \$50**, non-refundable reservation deposit for the conference center. Amount of check enclosed is: \$ _____, and the signed agreement, to Marion Advancement Campaign, Inc., Attn: Todd, P.O. Box 256, Marion, Kansas, 66861. Balance of \$ _____ is due _____, seven (7) days prior to event. If not timely paid, a 5% late charge will be assessed. If not paid by event date, access will be denied.

* Security/Damage Deposit will be refunded to Renter upon verification that all keys are returned, facility is left in clean, undamaged condition and the Post Event Inventory and Settlement Sheet is completed.

**Clean up includes: storage of tables and chairs; vacuuming and sweeping; and, bathroom cleaning.

Signatures:

Renter: _____

Date: _____

MAC Representative: _____

Date: _____

Marion Advancement Campaign, Inc.

P.O. Box 256

Marion, Kansas 66861