



Conference Room Rental Agreement

1 Country Club Drive, Suite 1
Stansbury Park, Utah 84074
(435) 882-6188

Name/Lessee: _____ Phone #: _____

Address: _____

Email Address: _____ Type of Function: _____

Rental Date: _____ Number of Guests Expected: _____

Rental Time Period: _____ am/pm to _____ am/pm or Entire Day 8am-10pm _____

When selecting your rental time. This includes set up and clean up time.

A mandatory deposit of \$40 is required to reserve the requested Conference room date. This deposit is NON-Refundable and goes toward the total rental cost.

If Lessee needs to cancel the reservation and payment was made beyond the \$40 deposit, the rest will be refunded if we have 72 hours' notice.

In exchange for _____ the Stansbury Service Agency agrees to reserve the space, stated above, for the lessee, for the time frame, and date, stated above. This is a NON-Refundable fee.

Please sign & date.

Signed: _____ Date: _____

Lessee

Signed: _____ Date: _____

Stansbury Service Agency

Remaining Balance \$_____ Is due the day before event and before key is given.

Resident Rates are as follows:

Clubhouse Conference Room \$40 per hour with 1 hour minimum.

*If Lessee would like to have Alcohol, there is an additional \$400 fee.

Rental includes one rectangle table (6ft x 2 ½ ft) and six chairs. More tables and chairs are available on request with a maximum occupancy of 30 people.

Non-resident rates are as follows:

Clubhouse Conference Room \$70 per hour with 1 hour minimum.

*If Lessee would like to have Alcohol, there is an additional \$400 fee.

Rental includes one rectangle table (6ft x 2 ½ ft) and six chairs. More tables and chairs are available on request with a maximum occupancy of 30 people.

Additional Fees

*A **cleaning and damage deposit of \$150** is required prior to the rental date. We will call to obtain a credit card to put a hold on up to a week before your rental date or you can come into the office with a card or check.

* There is a **\$25.00 replacement fee for a key** that is lost or not returned. The key must be returned to the slot provided at the Club House on the day of the event by 10:00 pm.

***If any damage occurs to the building or any equipment therein, the lessee will be charged \$1,000.00 and held accountable for the full cost of repair.**

The Lessee will need to provide a credit card, cash, or check to be held for the fees listed above. Please sign initials _____.

*The lessee has received a copy of the following:

_____ Stansbury Service Agency Clubhouse Rental Agreement

_____ Cleaning and Checkout List

Lessee has paid in full in the amount of: _____ Date: _____

How was amount paid: Online _____ Card in office _____ Check in office _____

Lessee has picked up Key # _____

Lessee agrees to pay the above-listed amount and follow all the Conference Room Rental Rules, as stated.

Lessee understands that the Stansbury Service Agency is not liable for any accident, incident, injury, or damage that may occur on the property due to negligence or recklessness on the part of the lessee or their guests.

Signed: _____ Date: _____

Lessee

Signed: _____ Date: _____

Stansbury Service Agency