

# RENTAL AGREEMENT

LESSOR NAME		AGREEMENT NUMBER	
LESSOR ADDRESS		<input type="checkbox"/> INITIAL PAYMENT	
CITY	STATE	ZIP	<input type="checkbox"/> FINAL PAYMENT
EVENT TYPE	EST. ATTENDANCE	IF FINAL PAYMENT, ENTER INITIAL RECEIPT#	

## ROOM RENTAL

ROOM	HOURLY RATE	DAILY RATE	ADDITIONAL DAYS	# OF DAYS	SETUP	TOTAL RENTAL
ENTIRE BUILDING	N/A	\$2,500.00	\$2,000.00		\$200.00	\$
EXPO HALL	N/A	\$1,500.00	\$1,000.00		\$200.00	\$
ROOM 101	\$50.00	\$350.00	N/A	N/A	\$50.00	\$
ROOM 103	\$100.00	\$500.00	N/A	N/A	\$100.00	\$
ROOM 205	\$40.00	\$200.00	N/A	N/A	\$50.00	\$
ROOM 207	\$40.00	\$200.00	N/A	N/A	\$50.00	\$
ROOM 209	\$40.00	\$200.00	N/A	N/A	\$50.00	\$
MEZZANINE	\$50.00	\$350.00	N/A	N/A	\$50.00	\$
KITCHEN	N/A	\$100.00	N/A	N/A	N/A	\$
EXPO GROUNDS	N/A					\$
<b>TOTAL ROOM RENTAL</b>						\$

SECURITY DEPOSIT		
ROOM	AMOUNT	TOTAL
ALCOHOL	\$200.00	
ENTIRE BUILDING	\$500.00	
EXPO HALL	\$500.00	
ROOM 101	\$100.00	
ROOM 103	\$300.00	
ROOM 205	\$50.00	
ROOM 207	\$50.00	
ROOM 209	\$50.00	
MEZZANINE	\$100.00	
KITCHEN	N/A	
EXPO GROUNDS	N/A	
<b>TOTAL SECURITY DEPOSIT</b>		

ADDITIONAL SERVICES			
	QUANTITY	PRICE/EACH	TOTAL
TABLES		\$1.25	
CHAIRS		\$0.25	
BEVERAGES		\$1.00	
DONUTS		\$1.00	
RV HOOKUP		\$25.00	
<b>TOTAL SERVICES</b>			

TOTAL DEPOSIT BREAKDOWN	
ROOM RENTAL	
ADDITIONAL SERVICES	
<b>TOTAL RENTAL</b>	
SECURITY DEPOSIT	
INITIAL PAYMENT DUE	
FINAL PAYMENT DUE	

\*INITIAL PAYMENT = TOTAL RENTAL + SECURITRY DEPOSIT  
 \*SECURITY DEPOSIT WILL BE RETURNED WITHIN TWO WEEKS IF NO DAMAGES ARE REPORTED.

SIGNATURES	
Signing below, lessor acknowledge that this document is a legal binding agreement between Lessor and Pittsburg County.	
Signature of Lessor:  _____	
Signature of County Representative:  _____	

**\*NOTE: ALCOHOL DEPOSIT IS NON-REFUNDABLE**

ACKNOWLEDGMENTS	
initial	I acknowledge that I am responsible for providing a CLEET certified officer for any event where alcohol is served. I, further, understand I am required to provide Pittsburg County with a copy of said officer's CLEET certification.
initial	I acknowledge that I have received a copy of the terms and conditions for the rental of county property at the Southeast Expo Center and further acknowledge that I have read said terms and conditions.
initial	I understand that full payment must be made within 30 days of rental. I further understand that my event will not be permitted to take place if payment is not received in full prior to the event.
initial	I acknowledge it is my responsibility to provide Pittsburg County with proof of Liability Insurance for any public event I hold at the Southeast Expo Center
initial	I acknowledge it is my responsibility to provide Pittsburg County with copies of licenses/permits for any public event I hold at the Southeast Expo Center as may be required by the City of McAlester or the State of Oklahoma

PAYMENT INFORMATION		
	INITIAL	FINAL
RECEIPT NO.		
PAYMENT AMOUNT		
TYPE OF PAYMENT		
DATE OF PAYMENT		
PAYMENT ACCEPTED BY:		

**\*\*PLEASE NOTE: A 2.5% SURCHARGE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS**