

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	\$
EXPO GROUNDS	N/A					\$
TOTAL ROOM RENTAL						\$

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	
TOTAL SECURITY DEPOSIT		

*NOTE: ALCOHOL DEPOSIT IS NON-REFUNDABLE

ADDITIONAL SERVICES

	QUANTITY	PRICE/EA	TOTAL
CHAIRS		\$0.25	
BEVERAGES		\$1.00	
DONUTS		\$1.00	
TEA/COFFEE SUP		\$25.00	
TOTAL SERVICES			

TOTAL DEPOSIT BREAKDOWN

ROOM RENTAL	
ADDITIONAL SERVICES	
TOTAL RENTAL	
SECURITY DEPOSIT	
INITIAL PAYMENT DUE	
FINAL PAYMENT DUE	

*INITIAL PAYMENT = TOTAL RENTAL + SECURITY DEPOSIT

*SECURITY DEPOSIT WILL BE RETURNED WITHIN TWO WEEKS IF NO DAMAGES ARE REPORTED.

ACKNOWLEDGEMENT

initial	I acknowledge that I am responsible for providing a CLEET certified officer for any event where alcohol is served and I am required to provide Pittsburg County with a copy of the officer's CLEET certification.
initial	I acknowledge that I 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

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:

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