

Lakewood Historical Society
RENTAL AGREEMENT

Name/Organization: _____ Rental Date: ____/____/____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Email address: _____

Social Security #: _____ Birthdate: _____

Home Phone: _____ Work Phone: _____

Employer: _____ Employer Address: _____

Estimated Attendance: _____ Type of Event: _____

Rental Fee

Hours Needed: from _____ to _____ \$ _____

Tent Surcharge of \$50 \$ _____

TOTAL RENTAL FEE \$ _____

Due twenty one days before

Due Date _____

Refundable Security Deposit (1/2 Rental fee) \$ _____

Required with signed agreement to secure date

*Rental confirmation is made upon receipt of security deposit and signed contract. **The entire rental fee is due twenty one days before and floor plan is due one week prior to the event.** The security deposit will be refunded within 30 days unless 1) there has been more than the usual and customary clean up required or damage to the Nicholson House and/or 2) your total number of hours exceeds the agreed upon time.*

Make check payable and return to:

Lakewood Historical Society

14710 Lake Avenue Lakewood, OH 44107 (216) 221-7343

Special Requirements: _____

Caterer: _____

Address: _____ Phone: _____

Equipment Renter: _____

Address: _____ Phone: _____

How did you hear about the Nicholson House? _____

I/We hereby agree to the terms and conditions set forth in this rental agreement and the attached Nicholson House Policies.

Authorized Representative/Renter

Date

Lakewood Historical Society Representative

Date