

THE MEETING PLACE, LLC

11 East Main Street
Hagerstown, In. 47346
(765) 489-6302 or (765) 489-4344
Fax: (765) 489-4240

Information@TheMeetingPlaceLLC.com

The Meeting Place is a **non-smoking** facility with a seating capacity of 225 people. The facility is available as a meeting place for groups, clubs, and organizations as well as for showers, parties, etc. It has a fully equipped kitchen, including an ice machine. It is also equipped with T.V. and audiovisual equipment for use upon request. Catering services may be made available upon request at least **ten days** prior to the event.

Rental Agreement

Name of person or organization requesting use of the facility:

Mailing address:

Phone number: Home:(____) _____, Work:(____) _____, Cell: (____) _____

E-Mail address: _____

Type of event:

Date and time requested: _____

E-Mail us at: Information@TheMeetingPlaceLLC.com

The signing of this agreement certifies that you understand and accept the following:

The facility will not be used for any illegal activities.

The upstairs storage area, the stairway, and the office are not included in the rental.

For safety reasons, children are not allowed to play in the kitchen area.

The facility will be left in the same condition in which it was found, including cleaning the kitchen area and placement of the tables and chairs. Fees will be deducted if this is not followed. Cleaning supplies will be made available for your convenience.

The Meeting Place or its representatives will not be responsible for any loss or damage of personal property. It will not be responsible for any injuries incurred on the premises while it is rented by you / your organization. If the facility is damaged, you agree to pay for damages and / or any legal fees acquired by The Meeting Place and its representatives.

Please check the type of rental requested:

_____ \$75.00 for the first 4 hours, \$10.00 each additional hour with \$50.00 deposit paid in advance. **Kitchen facilities are not included with this rental.**

_____ \$125.00 for the first 5 hours, \$10.00 each additional hour with \$100.00 deposit paid in advance. **This includes kitchen facilities, (except deep fryers).**

Deposits on the facility will be returned within one week upon inspection of The Meeting Place.

Make checks payable to:

**THE MEETING PLACE, LLC
551 East Main Street
Hagerstown, In 47346**

There will be a \$25.00 insufficient funds charge.

Signature: _____ **Date:** _____