

J P Jones Center

Fill in the Information Below

Name (POC) _____ Phone: _____ Date of Application: _____

Agrees to lease the following Event space(s):

Ballroom #1: _____ Fee: _____ Ballroom #2: _____ Fee: _____

Boardroom: _____ Fee: _____ Kitchen: _____ Fee: _____

Multipurpose Room: _____ Fee: _____ Classroom 103: _____ Fee: _____

Classroom 104: _____ Fee: _____ Classroom 109: _____ Fee: _____

Refundable Date Hold/Deposit Fee: _____ Admin Fee: _____

Other Services Provided:

Wi-Fi is Free. Password is _____ Door Code provided: _____

Sound System: _____ Fee: _____

Smart Television: _____ Fee: _____

Table Settings available by request: _____ Fee: _____

Event Start Date: _____ Event End Date: _____

Time frames (including setup and tear down): _____ AM/PM to _____ AM/PM

Method of Payment: _____ Balance Due: _____ Date: _____

Purpose for Use: _____

If the POC is representing an organization, please ensure that the organization is listed.

Person Responsible for Payment: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____

Email: _____

J P Jones Center

I have read the Event agreement requirements and agree to abide by the terms and conditions of this agreement. I agree to use only the area(s) contracted in this agreement on the scheduled day(s) and time(s) outlined in the Event Agreement. I understand if I cancel this contract within (15) days of the event I will be charged a 20% cancellation fee. I agree to compensate, defend and hold the J.P. Jones Center, building owners, officers, employees and agents harmless of and from any liabilities, costs, penalties or expenses arising out of and/or resulting from the event and use of the premises. I understand my deposit check will be returned to me if the Center is left in a satisfactory state of cleanliness and order. By signing this Event Agreement, I understand my signature and payment confirms my reservation with the JP Jones Center and guarantees me access to the facility.

Client Signature _____ Date: _____

Print Name: _____ Date: _____

JP Jones Center Staff Signature: _____ Date: _____

Print Name: _____ Title: _____