

HEADWATERS ARTS AND CONFERENCE CENTER

2021 Facility Use Contract



20 Stalnaker Street PO Box 218 Dubois, WY 82513
307-455-2687 • www.headwaterscenter.org • headwatersacc@gmail.com

Please read and complete this Contract carefully to ensure a quality experience for your event.

- Return the completed, signed Contract along with the deposit* and damage deposit** to the Director
- Make checks payable to Headwaters Arts & Conference Center • Visa & MasterCard also accepted
- Note that other entities may be using areas not specified in this Contract. Please use only your rented room(s).

FACILITY USE AGREEMENT & CONTRACT

- *A non-refundable \$100 deposit is required at signing and will be applied towards final Contract cost.
- **The final balance is due two weeks prior to your event.**
- A \$100 damage deposit** is required at signing. Damage deposit will be refunded up to 2 weeks after event, facility must pass inspection. Damage deposit refund will be addressed and mailed to the name and address on this contract unless otherwise requested at signing.

Fee Schedule: (Full Calendar Day)

The Renter may access the space only during the time of the rental. Rentals must include any time the Renter needs for event preparations and cleanup (recommended 3 days).

_____ MAIN FLOOR \$500/day _____

(Includes main ball room, sun rooms, bridal room, commercial kitchen)

_____ UPSTAIRS/CLASSROOMS \$100/day _____

_____ TABLECLOTHS (Cleaning Fee) \$2 x # needed _____ = _____

_____ MARKETING (Facebook posts are free) \$50.00 to distribute supplied printed materials in town

_____ PRINTING AND DISTRIBUTION 8" x 10" copies B/W or Color. Price dependent on qty.

_____ EVENT ON MARQUEE (Month of event) \$10.00

Facility Set-Up/Take-Down Fee: (Does not include kitchen clean-up)

_____ Self _____ 1-50 people - \$25 _____ 51-100 people - \$50

_____ 100-150 people - \$75 _____ 150-200 people - \$125 _____ Stage set up - \$60

_____ ADDITIONAL NEEDS \$50/hr if available _____

Total Contract Amount: _____

Deposit Due At Signing: _____ \$100.00 _____

Damage Deposit Due At Signing: _____ \$100.00 _____

Date Final Payment Received: _____

Signature of Headwaters Director: _____