

The CORBIN CENTER

FOR TECHNOLOGY & COMMUNITY ACTIVITIES
operated by the CORBIN BOARD OF EDUCATION
222 Corbin Center Drive – Corbin, KY 40701 – 606.261.7739

CONTRACT FOR SERVICES

EVENT DATE	
SPACE	
TIME FRAME	

This contract for services is entered into this _____ day of _____, _____ between The Corbin Center for Technology and Community Activities, and _____ (hereinafter referred to as "Lessee"). For and in consideration of the mutual covenants and obligations contained herein The Corbin Center for Technology and Community Activities and Lessee agree as follows:

Business/Organization:	# Estimate Attendees:
Contact Name:	Phone:
Email Address	
Mailing Address	

Organization/Individual responsible for payment (If different from group/lessee rep. _____)

The following is an estimated itemization of the total charges for your event. Utilizing additional space, additional staff time, a larger number of participants, audio/visual equipment, catering services and adding dates to previously scheduled dates, etc. will increase the final cost.

RENTAL SPACE *(RENTAL PERIOD IS 8 CONSECUTIVE HOURS: ADDITIONAL HOURS CAN BE PURCHASED @ \$40/HOUR)*

<input type="checkbox"/> Full MPR (\$500)	<input type="checkbox"/> 1/4 MPR (\$175)	<input type="checkbox"/> 101/Board Room (\$75)	<input type="checkbox"/> 106 (\$150)	<input type="checkbox"/> 109 (\$150)
<input type="checkbox"/> Half MPR (\$250)	<input type="checkbox"/> 100/Glassroom (\$175)	<input type="checkbox"/> 105 (\$150)	<input type="checkbox"/> 107 (\$125)	<input type="checkbox"/> Full Facility (\$1,400)

ADD-ON SERVICES

<input type="checkbox"/> Kitchen (\$50)	<input type="checkbox"/> TVs in Lobby (customer must provide jpegs for slide show, no sound) - (\$10)			
<input type="checkbox"/> Projector/Laptop (\$50)	<input type="checkbox"/> Stage (set up fee - \$30)	<input type="checkbox"/> Black Photo Backdrop (\$15)	<input type="checkbox"/> Additional Hours x \$40/hour	
<input type="checkbox"/> Sound System (\$25)	<input type="checkbox"/> Dry Erase Easel (N/C)	Podium <input type="checkbox"/> Small <input type="checkbox"/> Large (N/C)	<input type="checkbox"/> Other:	

BEVERAGE SERVICE *(Pepsi Products - cans and bottled water)*

<input type="checkbox"/> Coffee - \$1.25/person	<input type="checkbox"/> Coffee & Water - \$1.50/person	<input type="checkbox"/> Coffee, Water & Soft Drinks - \$2.00/person
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NOTES

DATE PAID	AMOUNT	TYPE	TOTAL DUE	\$
		<input type="checkbox"/> cash <input type="checkbox"/> check/MO# _____	PAYMENT	BALANCE
		<input type="checkbox"/> cash <input type="checkbox"/> check/MO# _____	PAYMENT	BALANCE

I, _____, have received a copy of the following documents that pertain to renting space at the Corbin Center for Technology & Community Activities.

Contract with event details Rental Guidelines Center Policies Business License Memo, if applicable

Signature of Lessee

Corbin Center Representative

Date

Susie Hart, Corbin Center Director