



RENTAL CONTRACT - PART 2

FACILITY REQUEST FORM

*See also: Part 1 - Terms & Conditions
and Part 3 - Rental Contract*

YEAR _____
 Insurance rec'd? _____
 Authorized? _____
 Part 1 Signed? _____
 Online? _____

Licensee (Customer): _____

Company/Organization: _____

Authorized Booking Agent(s): _____

Individual Agent? Y or N Request Date: _____ By Phone In Person By e-mail

Phone: (_____) _____ - _____ E-mail _____

Purpose of Use: _____
(Event Name)

Participants Expected: _____

Facility	Day(s)	Date(s)	Time(s)

Notes & Special Instructions: (Ex. Staff Assistance, Equipment, Concession, etc.)

Booking Status: L1 L2 L3 L4 n/c SD79 n/c Other

Rental Fees Quoted: _____ Damage Deposit: _____ Inv.# _____

Payment Schedule: _____

The Licensee gives the Society permission to charge all fees and deposits to his/her credit card as per the payment schedule outlined above _____ or e-mail attached
(Initial)

Other Agents of the Licensee: (Food, Alcohol, Merchandise, etc.)

_____ Phone #: (_____) _____ - _____

_____ Phone #: (_____) _____ - _____

Vendor Fees: _____

Keys/Codes Out: _____ Initial: _____ Returned? _____

Sportsplex Signature: _____