

Event Date: _____ Event Title: _____

Event Type: Reception Ceremony Banquet Reunion Lecture Conference Performance Corporate Event Dance

Contract Start Time: _____ Contract End Time: _____ Estimated Attendance: _____

Rentee Name: _____

Address: (include apartment or building number if applicable) _____ City _____ State _____ Zip _____

(_____) _____ (_____) _____
 Home Phone Cell Phone Email (SMA does not rent or exchange email addresses)

Bride's/Groom's name (if applicable) _____ Bride's /Groom's name (if applicable) _____

Secondary Contact Name _____ (_____) _____
 Cell Phone

By signing this contract, I understand and agree that myself and all guests, volunteers, and vendors involved with this event will abide by the parameters of this contract and the *Facility Use Information & Policies*. My deposit payment is enclosed.

Signature _____ Date _____

For office use only **AREA(S):** Main Level Stewart Sculpture Garden Food Staging Area Upper Level Grand Gallery
 East Gallery Swanson Gallery Underground Gallery

MAIN or UPPER LEVEL

- Class II**
 \$300 refundable deposit
 \$1,225 for initial 6.5 hour block/weekday
 \$1,425 for initial 6.5 hour block/weekend
 \$115/hr. for additional hour(s) _____

- Class III**
 \$300 refundable deposit
 \$1,475 for initial 6.5 hour block/weekday
 \$1,675 for initial 6.5 hour block/weekend
 \$150/hr. for additional hour(s)

STEWART SCULPTURE GARDEN

- Class II**
 \$300 refundable deposit
 \$1105 for initial 6.5 hour block/weekday
 \$1,205 for initial 6.5 hour block/weekend
 \$105/hr. for additional hour(s)

- Class III**
 \$300 refundable deposit
 \$1,205 for initial 6.5 hour block/weekday
 \$1,305 for initial 6.5 hour block/weekend
 \$140/hr. for additional hour(s)

Additional Gallery

- Class II**
 \$100 refundable deposit
 \$110 for initial hour/ gallery
 \$50/hr. for additional hours/gallery

- Class III**
 \$100 refundable deposit
 \$145 for initial hour/gallery
 \$70 for additional hours/gallery

Additional Fees and Penalties:

- \$20 Food fee per additional gallery _____ galleries x \$20=\$_____
 \$60 Specialty set-up or mid-event set-up change _____ set-ups (_____ galleries) x \$60=\$_____
 \$25 Use of upright or grand piano [select locations] _____
 \$100 late removal of equipment and/or décor _____
 \$200/hr. Time outside of contracted usage _____ hours=\$_____

Total Fees: \$ _____

Deposit (completed contract on file)

Date paid _____
 Amount paid \$ _____
 Receipt # _____
 cc cash ck. # _____

Facility Use Fee

Date due _____
 Date paid _____
 Amount \$ _____
 Receipt # _____

Facility Use Map(s)

Date due _____
 Date approved _____

Refund

Date paid _____
 Amount \$ _____
 Approved by _____