

Event Date: _____ Event Title: _____

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

Contract Start Time (usually 4:00pm): _____ Contract End Time (usually 10:30pm): _____ Est. 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 (Springville Resident Discount)

- \$300 refundable deposit
- \$1,400 for initial 6.5 hour block/weekday
- \$1,600 for initial 6.5 hour block/weekend
- \$150/hr. for additional hour(s) _____

Class III

- \$300 refundable deposit
- \$1,600 for initial 6.5 hour block/weekday
- \$1,800 for initial 6.5 hour block/weekend
- \$150/hr. for additional hour(s) _____

STEWART SCULPTURE GARDEN

Class II (Springville Resident Discount)

- \$300 refundable deposit
- \$1,300 for initial 6.5 hour block/weekday
- \$1,500 for initial 6.5 hour block/weekend
- \$150/hr. for additional hour(s) _____

Class III

- \$300 refundable deposit
- \$1,500 for initial 6.5 hour block/weekday
- \$1,700 for initial 6.5 hour block/weekend
- \$150/hr. for additional hour(s) _____

Additional Gallery

Class II (Springville Resident Discount)

- \$100 refundable deposit/gallery_____
- \$150 for initial hour/ gallery_____
- \$75/hr. for additional hours/gallery_____

Class III

- \$100 refundable deposit/gallery_____
- \$175 for initial hour/gallery
- \$100 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=\$_____
- \$40 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: \$300
 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 _____
 Receipt: _____