

# ADA WINTERSMITH LODGE FACILITY RENTAL AGREEMENT



The undersigned does hereby agree to abide by the rules and regulations provided for the use and operation of the Wintersmith Lodge, City of Ada, Oklahoma for a period of time extending from 8:00 A.M. to 4:00 P.M. or 6:00 P.M. to 11:00 P.M., each session constituting one (1) rental period.

The undersigned understands that the fee for the use of one room per meeting shall be the sum of \$100.00 along with a \$50.00 refundable security deposit payable upon signing of the contract and that said reservation shall not be valid until the execution of this statement. If the reservation is made less than 72 hours prior to the event, the fee shall be \$110.00 for the use of the room.

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 I have received a copy of the rental policies and procedures and agree to the conditions listed.  
Signature of Applicant: \_\_\_\_\_

Date of Rental: \_\_\_\_\_  
Type of Activity: \_\_\_\_\_  
I would like to rent the Wintersmith Lodge from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
Estimated attendance: \_\_\_\_\_  
Would you like to become a year-to-year renter and have first choice at the corresponding date next year?  
**Fifth weekends are not eligible for return rentals.**

**YES                      NO**

<b><u>Room Requested:</u></b>	<b><u>CAPACITY:</u></b>	<b><u>FEES:</u></b>
<input type="checkbox"/> Full Building	Seated Capacity: 145 people	\$200 each time period
<input type="checkbox"/> East Room	Seated Capacity: 80 people	\$100 each time period
<input type="checkbox"/> West Room	Seated Capacity: 65 people	\$100 each time period

### WINTERSMITH LODGE INFORMATION:

- Kitchen must be shared with other side if rented.
- All tables are 6 ft.
- East Room: 13 tables & 80 chairs
- West Room: 11 tables & 65 chairs. Fire place and wood provided.

No for profit or fundraising activities are allowed in the Wintersmith Lodge.

### FOR OFFICE USE ONLY:

Staff taking reservation: \_\_\_\_\_ Rules received: \_\_\_\_\_ Cash/Check/Credit: \_\_\_\_\_  
Application Approved: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Deposit Date: \_\_\_\_\_ Deposit Total: \_\_\_\_\_