

# Wilton Quaker Meeting

## AGREEMENT TO RENT SPACE

**IF YOU ARE NOT FILLING THIS FORM OUT ON YOUR COMPUTER PLEASE PRINT**

Today's date

Reservation Number

Group Name or Name of Event:

**CONTACT:** The person in our group who has (a) received and read *the Guidelines For Use of the Wilton Quaker Meeting House* and (b) agreed to be the contact for arrangements is

Name

Address

City

State

Zip

Phone

W

H

Cell

e-mail address

**ON-SITE CONTACT:** The person in our group who has (a) received and read *the Guideline For Use of the Wilton Quaker Meeting House*, and (b) agreed to be present at the Meeting House for the entire rental period (in all cases except multi-day workshops and annually contracted meetings) and be responsible for group conduct, initial set-up and final clean-up is:

Name

Address

City

State

Zip

Phone

W

H

Cell

e-mail address

**SPACE DESIRED:** The number of people for whom we are planning is

**We understand that the space and time reserved includes:**

**(a) any room set-up or deliveries (caterer, florist, etc.)**

**(b) the presence of the on-site contact person to receive such deliveries**

**(c) all clean-up and restoration of the rooms to their original condition.**

With these elements in mind, we request use of the:

Meeting Room

Greeting Room

Kitchen

Library

Entire Meeting House

Other

From (time)

**(including set-up)** until

**(including clean-up)** on (date)

And, if applicable, from

until

on

### WILTON FRIENDS MEETING HOUSE AGREEMENT TO RENT SPACE

To reserve this space we have enclosed a check for the full amount of Rent, \$ \_\_\_\_\_ and Security Deposit of \$ \_\_\_\_\_ for a total of \$ \_\_\_\_\_. We understand the Security Deposit will be returned to us if our group uses the Meeting House facilities within the reservation time agreed and the rental space is cleaned up and restored to the original condition.

Signed by \_\_\_\_\_ Signed by \_\_\_\_\_  
(For group or individual) (For Wilton Quaker Meeting)

Name Printed: \_\_\_\_\_ Name Printed: \_\_\_\_\_

Make checks payable to Wilton Quaker Meeting