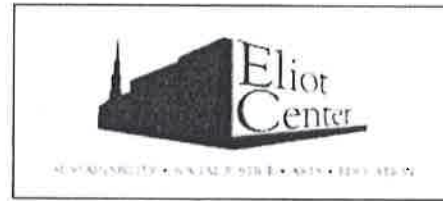


2/2/16

Rental Contract

Eliot Center at First Unitarian Church
1034 SW 13th Ave Portland, OR 97205
www.eliotcenterportland.org
503-228-6389



Today's Date: January 28, 2016
Date of Event: September 19-23, 2016 from 8:00-6:00 ^{7:00??}
Rental Party: Gnome Foundation
Contact Info: Sriram Ramkrishna sriram.ramkrishna@gmail.com 503-709-4782
Type of Event: Libre Application Summit

B101-B103 – Buchan Reception Hall, Courtyard & Atrium –

Fees: First Hour:				\$171
Each Additional Hour:	\$103	X	<u>9</u> # of hours	\$927
			Total per day:	\$1,098
			Total for 5 days:	\$5,490
			10% Multi-day Discount(\$549):	\$4,941.
Security/Custodial Fee:	\$20	X	<u>65</u> # of hours	\$1,300.
			Total Rental Amount:	\$6,241

Additional Services and Fees:

Kitchen Access/OLCC Host \$200. per day	\$-----
Linens \$15 each - TBD	\$-----
Beverage Service \$1.00 pp/break	\$TBD
Dishwasher \$20/hr	\$-----
Total for Optional Additional:	\$TBD
Final Grand Total:	\$6,241

Deposit Due on 2.5.16 Pd on 2.4.16 Balance: \$3,120.50 ✓


Total Due on 8.19.16 Pd on _____ Balance: \$3,120.50



✓ pd
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Certificate of Liability Insurance Received:

I, the undersigned, have read, understand and agree to comply with all of the information and regulations found on www.eliotcenterportland.org. I understand that First Unitarian Church needs to receive this signed contract and 50% of the estimated rental amount in order to guarantee my event on the calendar. The remaining amount is due 30 days prior to the first day of your event. If I cancel the event, I will be refunded a percentage of the deposit, per the Cancellation Policy. I understand that I will be billed for any damages, loss, additional services and/or overtime use fees following the event. I have attached a certificate of liability coverage naming First Unitarian Church as an additional insured for the dates and times named on this contract. Visa and Master Card are accepted. Please make checks payable to First Unitarian Church.

Signature:  Date: 1/29/2016
Rental Party

Signature:  Date: 2/4/16
First Unitarian Church