

ICCT Facility Rental Agreement

12005 Hwy. 64, Eads TN 38028

Ph: (901) 202-6070 icct@icctmemphis.org www.icctmemphis.org



Agreement# 2018-xx.xxxx

1 The ICCT and the following parties agree to this facility rental agreement:

Name of Person/Group Booking Event: _____

Event Name: _____

Contact Information: _____

2 Facility rental terms and conditions:

- A non-refundable deposit is required for all rentals and due upon accepting this agreement.
- The total fees is due at least a day before the event so the venue rental is reserved as planned.
- No cancellations are allowed within 48 hours of the event after which the full fee is charged.
- All damages will be charged back to the party that is renting the facility (ex. Damage to the physical structures, nails, screws, adhesive tapes, spills, and carpet damage).
- The renting party will source appropriate help for the facility setup (tables, chairs, decoration, etc) and take down the same after the event.
- All garbage bins should be emptied and trash is disposed appropriately.
- The party that is renting will assume all liabilities during the facility rental period as stated below. ICCT assumes no liabilities due to slippage or falls or accidents.
- Please follow the standard parking rules on the grounds.

3 As per this agreement, the renting party is agreeing to the following facilities and fees:

Facility	Date	Time	Description	Total Fee
Cultural Center-Old Dining Hall				
Cultural Center-New Dining Hall				
Yagnasala				
Meditation Hall				
Multi Cultural Pavillion				
Total Amount Due				
Non-refundable deposit of 10%				

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Facility	Date	Time	Description	Total Fee
Amount due by the day before the event				

4 The following items are included in the rental:

5 Additional charges if required:

Audio Equipment		
Video Terminals		
Tables		
Chairs		

Please sign below and send the signed copy back for our records:

Renting Party