



Marquee Inc.
Attn: Gary McCutcheon, Treasurer
P. O. Box 222
Winfield, KS 67156

FACILITY RENTAL AGREEMENT

Lessee Information:

Group Name: _____
Contact Person: _____
Address: _____
City / State / Zip: _____
Phone: _____
Work: _____
Home: _____
Fax: _____

Event Information:

Event Date: _____
Type of Event: _____
Event Location: _____
Lobby

Rental Hours Requested: _____ to _____
Decorating Time: _____ to _____
Cleanup Time: _____ to _____

Approximate Attendance Number: _____
Number of tables and chairs requested:
Tables: _____
Chairs: _____

Caterer: _____
Alcohol Vendor: _____

Equipment Use:

PA System: _____
8' Tables: _____

Special Arrangements: _____

Fee Breakdown:

Lobby

Rental Fee: _____

Other:

Rental / Security Fee: _____

Total Rental Fee: _____

Non-refundable balance due upon booking: _____

The Lessee agrees that at no time will the group remain in the above designated premises past _____ A.M. P.M.

The Lessee agrees and understands that the service of alcohol requires the presentation of a valid liquor license, that the consumption of alcohol by persons under 21 years of age is prohibited on the premises, and that all caterers must have proof of insurance acceptable to Marquee Performing Arts Center (PAC).

The Lessee acknowledges and understands the rental procedures and building use regulations and agrees to those terms and conditions.

Lessee Date: _____

Marquee PAC Date: _____