

RENTAL APPLICATION

(Please print, fill out the application and fax to: 216 281 8327)

Renter

Address

City

State

Zip

Telephone (day)

(night)

Date Requested

Day(s) of the Week

Type of Event

Check One: Seated Formal Dinner _____ Stand Up Reception _____ Seated Event _____ Other (describe) _____

Starting Time of Event: _____ am/pm

Ending Time of Event: _____ am/pm (Not to exceed 12:00 a.m.)

Rehearsal Time (if desired): Date/Day: _____ **Time:** _____

Approximate number of guests: _____

Caterer

Phone

Florist

Phone

Band

Phone

Security

Phone

Will Alcohol be offered?

Admission charged

Comments/Additional Contracted Arrangements

RENTAL AGREEMENT

I understand I am applying for a date to rent Tregoning & Company. Submitting the application and deposit does not imply confirmation of my requested date. Confirmation will be in written form. I also understand once the rental application is approved, the rental deposit is non-refundable. I understand and have received a copy of Tregoning & Company's policies and procedures and agree to the terms there of.

WAIVER AND RELEASE

The undersigned hereby understands, acknowledges and agrees that Tregoning & Company is a retail establishment business with a purpose of selling fine art. By renting the galleries facilities, the undersigned hereby agrees to waive, release, discharge and forever hold harmless the Gallery, it's employees, directors and shareholders from and against any and all claims, demands and liabilities to third parties including, but not limited to, liability arising from any losses, liabilities, claims, demands, damages, suits or expenses incurred or which may be incurred as a result of the undersigned's rental of the galleries facilities.

In Witness whereof, the undersigned has executed and delivered this Release this ____ day of _____, 20____ .

By:

Name of Individual or Corporate Authorized Signatory.

Witness

OFFICE USE ONLY

Date received

Confirmation Lt. Sent

Deposit received

Balance due

Date Approved

Damage deposit amount
