



Mason County Parks, Trails & Facilities Department

411 N 5th Street, Shelton, WA 98584

360-427-9670 x 419

MEMORIAL HALL

210 W Franklin

RENTAL AGREEMENT

DATE: _____

CONTACT PERSON: _____ ORGANIZATION: _____

DESCRIPTION OF EVENT: _____

DATE(S) REQUESTED: _____

TIME REQUESTED: From _____ am/pm To _____ am/pm TOTAL HOURS: _____

(List specific dates & times if there is more than one day)

FEES - CHECK ALL THAT APPLY

_____ \$50 Non-Refundable Reservation Fee _____ \$80 0 - 2 Hour Rental _____ \$155 2 - 4 Hour Rental

_____ \$50 Kitchen Fee _____ \$235 4 - 6 Hour Rental _____ \$310 6 - 8 Hour Rental

_____ \$100 Serving Alcohol _____ \$300 Damage/Cleaning Deposit

Make checks payable to Mason County, 411 N 5th Street, Shelton, WA 98584.

Also required is proof of insurance with a minimum liability amount of \$1,000,000 naming Mason County as additional insured. If you are not able to provide proof of insurance you may apply for coverage through Mason County insurance carrier online at www.drib.com or by completing a Special Event Underwriting Application and faxing it to (925) 609-6500. It is the responsibility of the renter to provide the insurance binder prior to the event. The premium coverage is set by the insurance carrier, and will be payable prior to your event.

I have read and hereby agree to all the above conditions and all the conditions outlined in the Memorial Hall Procedures. Enclosed is my fee as indicated above and proof of insurance will be provided prior to my event. For additional information please call Mason County Parks, Trails and Facilities Office at (360) 427-9670 ext. 535.

Signature

Date

Mailing Address

Email Address

Phone