Shepherd's Staff *inc.*

Christian Conference & Retreat Center

rexford, Kansas

Facility (Day Use) Reservation Contract

Event Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Time\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Group/Organization | Contact Person |
| Billing Address | City, State, Zip |
| Contact Phone | Email |

**\_\_\_\_ Hiram Hall: $150/day \_\_\_\_Ranch House: $150 per day**

**\_\_\_\_Main Center (dining room and parlor, no kitchen): $200 per day \_\_\_\_Ranch House with Kitchen: $200 per day**

 **Facility Rental: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Tax, if applicable (7.3%) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit:** All facility rental fees are due upon reservation of facility, accompanied by this contract. Facility rental fees are non-refundable. Please provide tax exempt form with contract if applicable.

**Responsibility for Damage:** Group agrees to guarantee payment for repair and/or replacement costs for damage to the buildings/fixtures beyond normal wear and tear. No alcohol or tobacco use is permitted anywhere on Shepherd's Staff properties or facilities.

***Disclaimer:*** Shepherd’s Staff, Inc. reserves the right to give priority to organizations that agree with our statement of faith.

**Your signature below constitutes agreement to all of the above stipulations.**

Signature Date

 Method of payment: \_\_\_\_\_\_\_ Check \_\_\_\_\_\_\_Cash

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