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***
____***Main Center (dining room and parlor, no kitchen): $200 per day***
____***Ranch House: $150 per day***
____***Ranch House with Kitchen: $200 per day***

Facility Rental: ***$***_____

Tax, if applicable (8.25%) ***$***_____

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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