MARION E. SALLY RESIDENT CENTER

EVENT SPACE ROOM USE PRICE FORM FOR

NON-RESIDENTS



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**NON- REFUNDABLE RENTAL FEE**

**REFUNDABLE DEPOSIT**

**EVENTS**

**Rental Conditions**

Morristown Housing Authority Resident Center is not liable for personal injury, loss, or damage to personal property. The renter accepts full responsibility for any such liability to them, members of their group, or any guests while on the property.

**It is mandated that the renter will make a refundable deposit of the amount stated above.** In the event the renter needs to cancel, the deposit will be returned written 30 days of cancellation notice. If any damages have been done the full deposit will not be refunded and will be used for damages.

**Rental Fee is Non-Refundable.**

Payment of the remaining rental fee balance is due; **in full; 14 days prior to the scheduled event**. **Two checks should be provided** **Non-Refundable rental fee and refundable deposit certified checks, cashier’s check, and money order are acceptable modes of payment.** After the event is completed and has been confirmed that the facility has been presented as it was given refundable check will be provided same day of event or the following day. MHA may supply limited number of tables and chairs.

**Parking on site is not guaranteed**. MHA takes no responsibility for guests parking violations, tows or tickets.

Alcohol and smoking not permitted on site.Inappropriate language, physical or verbal abuse not permitted.

Local noise ordinance must be observed and No loitering permitted. The Rental space it’s provided for 5 hours maximum which includes Set up and Breakdown. Any additional time will be an extra charge of $25.00 per hour. Additional hours must first be approved by MHA.

* $300.00
* $500.00
* $400.00
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* $200.00
* FUNERAL/REPASS / MEMORIAL
* WEDDING RECEPTION
* ENGAGEMENT PARTIES
* BIRTHDAY PARTIES 17 & UNDER
* BIRTHDAY PARTIES 18 & OVER
* COMMUNITY EVENT / GALA
* BABY SHOWERS
* GRADUATION PARTIES
* Miscellaneous