

GreenTent Station:  
**EVENT RENTAL AGREEMENT**

Event Day : \_\_\_\_\_ Date \_\_\_\_\_ Event time \_\_\_\_\_ to \_\_\_\_\_  
No Charge for 30 min set up time prior to event or 30min clean up time after....more time can be negotiated.

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Event Purpose \_\_\_\_\_

Business Name \_\_\_\_\_

2 hour minimum rental. \$125 per hour plus Rental Options if added.

\$100 deposit is non-refundable & holds your date.

Balance must be paid in full 2 weeks prior to event

Number of Hours Renting: \_\_\_\_\_ Total Rental fee: \_\_\_\_\_

Remaining Balance owed after deposit \$ \_\_\_\_\_ Due on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**RENTAL OPTIONS:** Check each that apply

- Main Common areas set up as is.
- kitchen -Basic use no cooking/baking or extensive food prep.
- \$50 Full Kitchen use - Oven, Stove, fridge, Microwave, Pans utensils, extensive food prep
- \$50 Dinner ware: Water glasses, Wine glasses, Plates, Silverware etc.
- We will bring our own paper plates, cups & silverware.
- Conference Room (Free with Common Area rental \$50 an hour by itself)
- Lounge (no cigarettes or e-cigarettes)
- \$150 Adding 6 tables with Chairs & changing furniture arrangement.
- Pool Table use No Drinks or Sitting or leaning on table.  
(By checking this box I agree to pay \$500 fee if damaged)
- We will not use the pool table.
- Activities Available (\$25 fee when furniture is moved)
  - Dance Lesson by Follow My Lead Studio available for \$125 hour call for details 208-704-2767

Description of activities during your event  
\_\_\_\_\_  
\_\_\_\_\_

Please fill out.

\_\_\_\_\_ # of People attending event? 25-75people will fit depending on the event

\_\_\_\_\_ Are you catering the event?

Name of caterer \_\_\_\_\_

\_\_\_\_\_ Will you be playing music?

\_\_\_\_\_ Will you have a live band?

Band Name \_\_\_\_\_

\_\_\_\_\_ Will there be alcohol at this event? (Please no drinks on or near the pool table.)

Other details or questions? \_\_\_\_\_  
\_\_\_\_\_

# GREENTENT STATION AGREEMENT

I/we agreed to clean up after our event & return the space to its original condition.

Returning furniture to its original space.

Cleaning all remaining dishes dried and put away.

Sweeping up and taking Kitchen & bathroom garbage's out back to dumpster.

Wiping down countertops, microwave, tables coffee bar area or cleaning up any messes created by your event or attendees.

Renter accepts responsibility & charges for any damage done to property & its contents while renting and guests are using the space.

To sell alcohol you will need a liquor license this is not a bar please be respectful of the space with your drinks.

Event renters please be aware that others may be in the building using their office spaces please be respectful.

You will be assigned a contact for questions during your event they can help you navigate the kitchen & cleaning supplies or address building needs etc.

## PAYMENT :

Checks made out to: **GreenTent Group**

In Subject line: Event Rental & Event date

## MAIL A CHECK OR DELIVER TO:

Crystal Reiber -Event Manager

2775 N. Howard St. Ste A1

CDA, ID. 83815

Please let us know how we can best serve you.

It's our delight to see you enjoy this fun Vintage/ Steam punk inspired space!

Thank you for choosing to rent GreenTent Station.

Assigned contact or helper:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Door code \_\_\_\_\_

Office & Events Manager- Crystal Reiber 208-704-2767 Text is fastest.

[Crystal@GreenTent.com](mailto:Crystal@GreenTent.com) (expect long delays with email)

Building Maintenance -Nick Burdett 208-964-7468

Emergencies: Barney building Owner 208-699-8707

Event Renter \_\_\_\_\_ Date \_\_\_\_\_

Event Manager \_\_\_\_\_ Date \_\_\_\_\_