



Outpost Rental Agreement

CONTACT INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email: _____
 Employer: _____

EVENT INFORMATION

Event Name: _____
 Event Date(s): _____
 Event Time Start: _____ End: _____
 Guest Count: _____

Set Up (Circle): Classroom Lecture U-Shape Banquet As-Is

Tables (8ft) and Chairs are provided at no additional cost.
 TV is available for laptop connection.

Rental Fee Per Hour: \$200

Additional Fees:

\$100/hour for events past 9:00pm Room Set Up Fee: \$75 (waived for rentals of 4+ hours)

Notes: _____

I consent to Squaw Creek taking photographs of this event for any and all of its marketing and publications, including print or web-based. Accept: _____ Decline: _____ Room Setup Only: _____

For Squaw Creek use only:

Facility Rental Cost: _____ Additional Fees Cost: _____
 Total Cost (due upon booking): _____

Rental fee must be paid in full to finalize booking. Refunds will be issued for event cancellations up to 7 days of rental date (minus 20% of total). There will be no refunds for cancellations within 7 days of rental date.

I have read the policies set in place by Squaw Creek and accept these terms. I understand that any changes to this agreement must be approved by Squaw Creek in advance of event.

Squaw Creek Staff Signature: _____ Date: _____

Customer Signature: _____ Date: _____