

THE COLUMNS
ADMINISTRATIVE OFFICE
1216 ELEVENTH AVENUE SUITE 218
ALTOONA PA 16601-3413

Phone: (814) 949-0888
Fax: (814) 941-3682

Web Site: columnsdowntown.com

Rental Agreement

I agree to rent THE COLUMNS (main floor) for (type of event) _____
on (date) _____ for a charge of \$_____ and submit herewith one-half of the
rental charge in the amount of \$_____. The rental charge includes the day preceding the event
between 9:00 a.m. and 2:00 p.m. for set-up and decorating purposes. The time of this event will be from
_____ AM/PM until _____ AM/PM. The anticipated number of people attending this event is
approximately _____.

RENTER'S NAME _____

ADDRESS _____

PHONE NUMBER _____ CELL PHONE _____

SIGNATURE OF RENTING PARTY _____ DATE _____

Authorization is granted to THE COLUMNS to use photos of our event or commendation letters on its
web site or in other promotional materials () YES () NO.

CATERER'S NAME _____

ADDRESS _____

PHONE NUMBER _____ CELL PHONE _____

I have been provided with a written copy of liability responsibilities regarding property damage and
personal injury, and agree to be responsible for all or any such occurrences.

SIGNATURE OF CATERER _____ DATE _____

** (If no approved caterer is used for the event, an additional \$250 security deposit is required. See
Paragraph 13 under CATERER'S POLICY.)

ACCEPTED FOR THE COLUMNS _____ DATE _____

DEPOSIT

A 50% deposit is required to reserve the date and time of your event. Dates will only be held for two weeks after
initial inquiry and/or viewing of The Columns. Deposit is required within the two week period to reserve date.

Any unpaid balance is to be paid in full sixty (60) days prior to the day of the event. The details of your event must
be finalized at least ten (10) days prior to the date of your event.

Cancellations, *in writing*, sixty (60) days or more prior to your event allow for a refund of one-half of the deposit
and any additional monies paid. Cancellations of less than sixty (60) days will result in forfeiture of the entire
amount paid.