

**ARDMORE GARDEN CENTER  
500 STANLEY  
ARDMORE OK 73401**

**CONTRACT OF AGREEMENT**

I, \_\_\_\_\_ agree to pay the sum of \$\_\_\_\_\_ for rental of the  
Ardmore Garden Center on \_\_\_\_\_.

All furnishings to be moved must be lifted in order to prevent scratches on hardwood floors. No nail, screws, tacks or tape that will damage paint, walls or floors are allowed. ONLY hooks with removable Command Adhesive may be used. Please do not put any type of tape on the walls or the woodwork because this damages the paint. Any tape found on the paint or woodwork after the event will be considered damage, and will be deducted from the deposit accordingly.

Before the event, the Garden Center will be cleaned to a reasonable standard. This includes cleaning the bathrooms and kitchen, and stocking with paper goods, and sweeping the floor. Any additional or more intensive cleaning is at the discretion and expense of the renter. Arrangements for additional cleaning must be made through the Garden Center contact person. The renter is responsible for cleaning up after the event, including any trash or decorations outside. All clean-up must be done immediately following event.

One half (1/2) of the rental fee is required in order to hold the Ardmore Garden Center Building for the date of the event. This amount will be forfeited if the event is cancelled.

**A refundable security/cleaning deposit of \$250.00** is due when the key to the building is picked up. It will be returned within 14 days if the building is left undamaged and cleaned. If the building and grounds are not cleaned or there are damages, the amount for the cleaning and/or repairs will be deducted from the deposit and any remainder will be refunded. The renter additionally agrees to pay for all damage over \$250 to the building or properties at the Ardmore Garden Center caused by themselves or their guests.

All functions must be concluded by 12:00 midnight. The building must be vacated by midnight or an additional day's rental (\$100) will apply.

**NO SMOKING!!**

Alcohol is to be served **ONLY** to those over 21 years of age.

I have read and understand all of the above \_\_\_\_\_  
Signature date

Rental Charge:

_____ Rental Fee	\$300.00
_____ Each additional day	\$100.00
_____ Security/cleaning deposit (refundable)	\$250.00

\$\_\_\_\_\_ Total Charges-Please make checks payable to **Ardmore Garden Clubs**

**PLEASE PRINT**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

1<sup>st</sup> 1/2 paid \_\_\_\_\_ date \_\_\_\_\_ amount

\_\_\_\_\_

2<sup>nd</sup> 1/2 paid \_\_\_\_\_ date \_\_\_\_\_ amount

E-mail (optional) \_\_\_\_\_

**Return contract to:**

Ardmore Garden Center  
c/o Teri Sheehy  
PO Box 487  
Ardmore OK 73402