



Corral Barn Rental Form

You will receive a notification from Houston Run Community Center confirming the dates and times you have requested. Full payment of the room rental is due upon receipt of confirmation. A \$250.00 Damage deposit is required to confirm your rental, as outlined in the Rental Policy. Cancellation is required 5 days prior to the date of your event to be eligible for a full refund. Your signature on this form indicates your agreement with the uses, policies, and procedures and guidelines outlined in the attached policy. **Checks made payable to: Houston Run Properties, LLC, 835 Houston Run Dr, Suite 200, Gap, PA 17527**

Applicant Information

Applicant's Name: _____

Name of Organization: _____

Mailing Address: _____

Contact Ph. Number: _____ E-Mail Address: _____

Event Details

Date(s): _____ Start Time: _____ End time: _____

Start time should include set-up End time should include clean-up

Total # of Attendees: _____

(Max 60 people)

Event Description: _____

Availability: Sunday – Saturday, 8:00 AM – 11:00 PM – upon approval

Fees** (Please select from the pricing options below. Non-profits must provide proof of 501C3 Status)

\$300.00/day _____

Non-profit: \$225.00/day _____

Tenant Rate: \$150.00/day

*\$50.00 additional cleaning fee



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Room Set Up

Item	Amount Needed	Cost
____ 8 ft. Rectangular Tables (8 available)	_____	Included
____ 6 ft. Rectangular Tables (2 available)	_____	Included
____ Standard Chair (60 available)	_____	Included

***I have read the policies governing the use of meeting rooms at Houston Run Community Center and agree to all uses, policies, procedures and guidelines. By signing below, I agree to these terms.*

Signature of Applicant/Printed Name

Date

Staff Use Only:

____ \$250 Damage Deposit Rec's

____ Payment Rec'd – Cash _____ Check# _____

____ 501C3 Provided

