

# Mahanay Bell Tower Rental Agreement

Thank you for choosing the Mahanay Bell Tower for your special event. Please review our policies below. We hope your time at the Bell Tower is memorable!

1. The Bell Tower is a smoke free environment. Please do not allow your guests to smoke inside the Tower.
2. The Bell Tower will allow limited alcoholic beverages such as wine with dinner. These beverages can only be served in the observation deck and provided by the host at no charge to those attending. No kegs or large quantities of alcohol will be allowed.
3. Any damage to the Bell Tower itself will be your responsibility.
4. The Bell Tower key will only be given to a Bell Tower staff member. This person will meet the renter at the designated time, can give a background of the tower and surrounding area, and will remain at the property in the lobby during your event to close. The renter will need to arrange with a staff member for a time for any set-up necessary prior to the actual event.
5. The Bell Tower should be clean after your event and be left in the condition you found it - garbage bags brought to the lobby area, chairs and tables back to the area taken down and ready for storage.
6. The Bell Tower's heat and air conditioning unit is set at a temperature that should be comfortable for your event.
7. A minimum \$75.00 rental fee for two hours is due at the time of the agreement arrangement. One additional hour may be added for an additional \$25 fee. If event is scheduled when the Bell Tower would be regularly open, other visitors may be entering the observation deck. Hours are 10 a.m. - 4 p.m. daily from Memorial Day - end of September and weekends in May, Sept. & Oct.
8. We recommend no more than 12 - 15 people be involved in your event. This is a comfortable number to accommodate in the observation deck.

The Bell Tower can provide:

12 chairs, 2 tables, 1 serving table, 4-6 outlets in the observation deck, one trash can and liners.

Not provided: food, decorations, table service, appliances

Failure to follow any of the above guidelines will result in additional charges being assessed.

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Person renting the Mahanay Bell Tower.

Signed: \_\_\_\_\_

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

Printed name: \_\_\_\_\_

Email: \_\_\_\_\_

Mahanay Bell Tower staff member assigned: \_\_\_\_\_

Phone number of staff member to contact for set-up: \_\_\_\_\_

signed by: \_\_\_\_\_  
Mahanay Bell Tower representative on behalf of Greene County