



The
SAGE SCHOOL
 EXPERIENCE YOUR EDUCATION

Event Rental Agreement

Date of Event: _____ Time of Event: _____

Individual/Organization Hosting Event: _____

Contact Person/Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization Phone: _____ Contact Cell Phone: _____

Billing Email: _____ Contact Email: _____

Event Summary: _____

Legal Contract-Related Questions:

Number of Guests: _____ Adults: _____ Children under 16

Is your organization tax exempt? Yes No - If yes, please provide tax-exempt paperwork

Is your event open to the public? Yes No

Will you provide transportation to/from your event? Yes No

Will food be served? Yes No

Will alcohol be served? Yes No - If yes, please include a complete Sage Alcohol Permit Application

Will the event include live musical entertainment? Yes No

Will your event include the use of a fire pit (Sage School's or, other) or include any other open flames for illumination (tiki torches, lanterns etc.)? Yes No

Will you exhibit, or hang any signs, advertisements, or posters? Yes No

Will you sell or give away refreshments, periodicals, flowers, souvenirs, mementos, and other merchandise during this event? Yes No If yes, explain below. _____

(Please continue to the back page)



Pricing - Please fill in the price of your event rental based on rental rate sheet:

Rental Category	Rental Fee
Barn or Math classroom (Individual)	
Kitchen	
Campus	
Senior Conference or Studio Classrooms	
Workshop or Creative Space	
Rental Total	
Deposit Due (50%) on ____/____/____	

Additional Paperwork - This document serves as an agreement on the rental price, and general event details as they relate to the legal rental contract. Please return your non-refundable deposit by the date indicated above to confirm your reservation. Additional documents and paperwork should be submitted as soon as possible thereafter:

- Signed Rental Contract
- Event Set Up Request
- Alcohol Permit Application (if necessary)
- Proof of Liability/Alcohol insurance

Damage Deposit - In lieu of a damage deposit, we ask that renters provide the following credit card information. In the event there are damages to The Sage School facilities resulting from your rental, we will reach out to discuss the damage and potential resolution before charging your card.

Credit Card to retain on file for damages:

Number: _____ Exp Date: _____ Security Code: _____

Card Billing Address: _____

Name on Card: _____ Signature: _____

Signatures

Name of authorized representative: _____

Signature: _____ Date: _____

Sage School Representative:

Name: _____

Signature: _____ Date: _____

Sage Administration:

Rental Deposit received on: ____/____/____ Received by: _____

Tax Exempt paperwork received on: ____/____/____ Received by: _____

Rental Contract received on: ____/____/____ Received by: _____

Liability insurance received on: ____/____/____ Received by: _____

Alcohol Permit received on: ____/____/____ Received by: _____

Liquor liability insurance received on: ____/____/____ Received by: _____

Host liquor liability insurance received on: ____/____/____ Received by: _____

Event Set Up Request received on: ____/____/____ Received by: _____

Remainder of rental fee received on: ____/____/____ Received by: _____