



Community Room Contract

The Community Room is a 2,800 sq ft space with a capacity of 50 people. Tables and chairs are available but no table linens are provided. The community room is only available for rent during normal mall hours which include:

Mon-Sat 9:00am-8:00pm

Sun 12:00pm-6:00pm

(holiday and winter hours may vary)

Rental fee: \$30 per hour and must be paid 1 week prior to rental. Cash is accepted or make checks payable to: Plummer Centers, LLC

Date of use: _____ **Time of use:** _____ **to** _____

Responsible Party: _____

Phone: _____

Mailing Address: _____

Reason for use (party, meeting, seminar, etc): _____ **Expected # of guests:** _____

Paid amount: \$ _____ **Paid by:** _____ **check** _____ **cash**

Responsible party, by signing below, agrees to the following terms:

- No smoking inside the community room or in the public cooridor
- No decorations of any kind may be attached to the walls or ceiling
- You are responsible for set-up. Clean up includes dumping all trash in trash can provided, we will clean the floors.
- Loud music and sound systems are not allowed
- Outlet mall is not responsible for any items left in the room before, during or after the rental

In the event the outlet mall closes for any reason (inclement weather, power failure, etc) the community room will be closed. We will notify you as soon as possible if there is such an occurance and will refund your deposit in a timely manner.

I have read and agree upon the terms above and conditions for the use of the Sikeston Factory Outlet Stores' Community Room. *(We reserve the right to deny use of the Community Room for any reason)* **If there is damage to the walls or flooring I agree to pay a \$50 damage fee and will be billed from Plummer Centers, LLC.**

Signature: _____ **Printed Name:** _____