

UNITED FEDERATION OF DOLL CLUBS, INC.
MEETING ROOM RENTAL AGREEMENT
GROUP MEETINGS

Rental of the UFDC Meeting Room for general meetings includes:

- Use of the Meeting Room only (no full kitchen services available)
- Round or long tables and chairs from current stock
- Table cloths for the tables specified
- Small refrigerator, microwave, dishes, and flatware stocked in the room

The UFDC Meeting Room is available Monday through Saturday. Sunday by special arrangement only. UFDC Staff will open the building one (1) hour prior to the start of your program and will close the building one (1) hour after the program ends.

Rental charge is \$75.00 for a 5-hour time and \$20.00 for each additional hour. Deposit of \$25.00 must be received 30 days in advance with the balance due 24 hours prior to the first meeting time. Any cancellation must be made in writing at least 72 hours prior to the first meeting time.

AV equipment may be rented by special arrangement.

UFDC agrees to have the room clean and ready to use. Room must be left clean by renting party to avoid a cleaning charge.

Both UFDC and the renting party below, agree that the meeting room will be reserved for the following dates located at:

UFDC Headquarters, 10900 N. Pomona Ave., Kansas City, MO 64153
Phone: 816/891-7040 Fax: 816/891-8360

Meeting Date/s and Times: _____

Group Name: _____

Sponsored by: _____

Address: _____

Phone: _____

Email: _____

Total Rental: _____

_____ Renting Party	_____ Date
_____ UFDC Office Manager	_____ Date

Credit Card of Renting Party to guarantee reservation:
Visa MasterCard Discover # _____ Exp _____
(circle one)

Please complete and retain one copy for your records. Return the second copy to UFDC at the above address.

UNITED FEDERATION OF DOLL CLUBS, INC.
MEETING ROOM RENTAL AGREEMENT
WORKSHOPS

Rental of the UFDC Meeting Room for general meetings includes:

- Use of the Meeting Room only (no full kitchen services available)
- Round or long tables and chairs from current stock
- Table cloths for the tables specified
- Small refrigerator, microwave, dishes, and flatware stocked in the room

The UFDC Meeting Room is available Monday through Saturday. Sunday by special arrangement only. UFDC Staff will open the building one (1) hour prior to the start of your program and will close the building one (1) hour after the program ends. Building access is limited to registered workshop attendees only.

Rental charge is \$75.00 for a 5-hour time and \$20.00 for each additional hour. Deposit of \$25.00 must be received 30 days in advance with the balance due 24 hours prior to the first meeting time. Any cancellation must be made in writing at least 72 hours prior to the first meeting time.

AV equipment may be rented by special arrangement.

UFDC agrees to have the room clean and ready to use. Room must be left clean by renting party to avoid a cleaning charge.

Both UFDC and the renting party below, agree that the meeting room will be reserved for the following dates located at:

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Phone: 816/891-7040 Fax: 816/891-8360

Meeting Date/s and Times: _____

Group Name: _____

Sponsored by: _____

Address: _____

Phone: _____

Email: _____

Total Rental: _____

_____	_____
Renting Party	Date
_____	_____
UFDC Office Manager	Date

Credit Card of Renting Party to guarantee reservation:
Visa MasterCard Discover # _____ Exp _____
(circle one)

Please complete and retain one copy for your records. Return the second copy to UFDC at the above address.

