



# The Cube

Live • Learn • Create  
Master Community Association



## Reservation Request

It is the Renter's responsibility to inform all other vendors and guests of the specific terms of the MCA rental agreement. Renter is responsible to complete and sign the rental checklist on the initial walk-through or day of the event.

**ALL ITEMS *MUST BE COMPLETED BEFORE A PERMITS WILL BE ISSUED!***

### Applicant Info

Name of person responsible: \_\_\_\_\_

Name of Organization and Event if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

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

### Proposed Usage

Date: \_\_\_\_\_ Rental time (includes set-up and tear down): \_\_\_\_\_

Please specify purpose of the space and intended use of facilities and structures. If any additional structures, tables, chairs, etc. please include here. \_\_\_\_\_

Number of guests you expect: \_\_\_\_\_

Will amplified sound be used for your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using our Lighting/Video AV Package (see below): \_\_\_\_\_

Will you need access to the Kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_

### Rental Rates

At time of booking 50% of the total rental fee must be put down. Two weeks prior to the scheduled event the full amount is due.

|   | 8:00am-4pm | 5:00pm-10pm | All Day<br>8am-10pm | After Hours |
|---|------------|-------------|---------------------|-------------|
| Resident  | \$250/hr   | \$350/hr    | \$1000              | \$450/hr    |
| Non- Resident                                     | \$350/hr   | \$450/hr    | \$1200              | \$500/hr    |
| <b>Deposit: \$500</b>                             |            |             |                     |             |
| <b>Maintenance (non refundable): \$150</b>        |            |             |                     |             |
| <b>Lighting/Video AV Package *optional: \$150</b> |            |             |                     |             |

### Cancellation Policy

Cancellations must be done 2 weeks prior to the scheduled event and there will be a cancellation fee of \$100. If cancellation is less than two weeks prior to scheduled event the rental fee is non-refundable.