

Matchett Center Rental Contract

Enclosed are the requirements and restrictions for the rental of the Matchett Center. Rental fees are listed below and should be followed with exception from special permission from the Bourbon Town Council. A **\$200.00** refundable security deposit is also required at the time of rental. **The security deposit and rental fee must be paid by two separate checks.**

Building Rental-	\$300.00
Wedding Receptions-	\$1,000.00
Triton Graduation Party Rental-	\$150.00
Set up fee the night before if not rented	\$50.00

RENTAL OF THE BUILDING NEEDS TO BE PAID AT LEAST 30 DAYS PRIOR TO THE SCHEDULED EVENT

In addition, a fee of \$50 will be charged for cancellations or changes to reservation dates less than 30 days prior to the event.

Please mail this signed contract, along with payment to:

Town of Bourbon
104 E Park Avenue
Bourbon, IN 46504

Person or Organization obtaining rental: _____

Contact Phone Number: _____

Date of rental: _____

Time you want building opened: _____

I have read the requirements and restrictions for the rental of the Matchett Center. I understand said rules and agree to adhere to them.

Signed: _____

Date: _____

Thank you! Please feel free to contact the Bourbon Clerk Treasurer's Office at 574-342-4755 with any questions or concerns.