

Hidden Oaks Nature Center
7701 Royce Street, Annandale, VA 22003-2723
703-941-1065 (v) 703-941-2073 (fax)
MEETING SPACE FACILITY USE CONTRACT

Please read and complete the following contract. Please follow the rules for facility use on page two. Return the completed contract to our office as soon as possible. Your reservation is not secure until the contract is returned.

Date(s) of Use: _____

Time of Use (includes setup and cleanup): _____

Expected Attendance: _____

Purpose: _____

Kitchen Usage: yes _____ no _____ (only microwave, sink, refrigerator)

Total Payment Rental Fee and Deposit: _____

{ \$50/hour for all groups, 2 hour min. (\$40/hour for 501(c)(3) non-profit organizations.) All groups \$50 Cleaning/Security Deposit. VISA and MASTERCARD accepted. Checks payable to FCPA. }

Group Name: _____

Group member responsible for event: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Set Up & Equipment Requirements: (tables, chairs, audio visual equipment)

No alcohol.

Please be prepared to do your own set-up. Your group is responsible for all clean-up, including kitchen if used.