



Request For Rental of Community Showcase Window

Name of Organization: _____

Contact Person: _____ Phone #: _____

Address: _____ City: _____

E-Mail: _____ Additional Contact Info: _____

Is There A Specific Month You Need To Display Your Items? YES NO (circle one)

Month Requesting Window: _____ Reason: _____

Please initial next to each of the following statements:

___ If more than one organization requests the use of the Community Showcase for the same month, it will be at the discretion of the Marketing & Promotions Committee which organization will get their first choice. Please be specific when requesting the use of the window if there is a time sensitive item that you wish to promote.

___ A \$25.00 rental fee will be charged and must be paid in full before items will be allowed to be placed in the Community Showcase. If the Community Showcase is properly cleaned, according to the cleaning checklist you will be provided, a \$10.00 refund will be given back to your organization after an inspection takes place.

___ The Community Showcase cannot be used to promote a "For Profit" business.

___ Adult Supervision is required at all times during the set up and take down of a showcase.

___ If accepted, you will have use of the showcase beginning the 1st of the month. All showcase items **MUST** be removed, and showcase cleaned **2 DAYS** prior to the month's end (unless other arrangements have been made, due to the nature of your showcase/project)

If you agree to the terms and conditions of this rental agreement, please sign below and return this form to: The Sidney Chamber of Commerce, C/O Marketing & Promotions, PO Box 2295, Sidney NY 13838. For questions, please contact Kerri Insinga at 607-267-8541 or email: radiogal101@yahoo.com

I am at least 18 years of age, and I have read and agree to the above terms & conditions:

Name

Date

Date Received: _____

Notes:

Committee Review: _____

Contacted Organization: _____