



Salt Lake County Parks and Recreation

6351 South 900 East, Salt Lake City, Utah 84121

Phone: (801)264-2241 Fax (801)264-2213 www.wheelerfarm.com

RENTAL QUESTIONNAIRE & PAYMENT AGREEMENT

In order to provide each rental group with the best possible experience it is important that we have as much information on your rental as possible. Please answer the following questions with as much detail as possible. Also read and sign the document to ensure you have been made aware of the policies.

| | | |
|----------------|-------|-----------------------|
| Date Reserved: | Time: | # of People Expected: |
|----------------|-------|-----------------------|

Name of Group/Organization:

Name of Responsible Person:

Address:

| | | |
|-------|--------|-----------|
| City: | State: | Zip Code: |
|-------|--------|-----------|

Phone Number(s):

Please describe your event:

Will you need electrical power? Describe and indicate the number of items that will require power. (crock pots, inflatable games, etc.)

Will you have music? (Live band, DJ, Etc.)

| | |
|-----------------------------------|-----------------|
| Is your event open to the public? | Is there a fee? |
|-----------------------------------|-----------------|

Is there a contact number or e-mail that we can distribute?

| | |
|--|---------------------------|
| Can you provide us with a flyer/ brochure for your event?* | Are you hanging a banner? |
|--|---------------------------|

What equipment props will you be setting up? (i.e. tents, etc.)

When are you planning on setting up?

Who is setting up? (self, rental company, etc.)

| | |
|--------------------------------------|-------|
| Are you having any items delivered?* | When? |
|--------------------------------------|-------|

| | |
|----------|---------------------------|
| By Whom? | Who will accept delivery? |
|----------|---------------------------|

Reminders:

1. Be advised that Wheeler Historic Farm is a Salt Lake County park, open to the public. Other groups are very likely utilizing other areas of the Farm at the same time as your event. A certain amount of noise is to be expected and tolerated.
2. All County rules and regulations will be enforced.
3. Wheeler Farm cannot accept deliveries for outside parties provide storage or watch over items. It is the responsibility of the renter to confer with rental companies and arrange delivery times to match the time that the rental begins as stated in the rental contract.
4. Equipment, materials and supplies must be removed from the premises at the conclusion of the event. If equipment is not picked up, you will be charged for the storage time.

5. The rental time includes set up, take down, and cleaning. If more time is needed, we are happy to accommodate that request if the space is available and if payment is made upfront. Payment for additional time cannot be deducted from cleaning deposits and must be paid prior to entering the space
6. Vehicles are only permitted in the designated parking lots. Vehicles used for loading and unloading purposes to any area of the farm, campsites, picnic areas, etc. must be accompanied by a park attendant.
7. * Flyers and brochures must be approved by Wheeler Farm administration prior to being displayed.

Payment Record

| | <u>Date</u> | <u>Type of Payment</u> <u>(check, Credit,</u> <u>Cash)</u> | <u>Receipt#</u> | <u>Amount Paid</u> | <u>Balance</u> |
|------------------------------|-------------|--|-----------------|--------------------|----------------|
| Rental Fee/ 2 hrs \$60.00 | | | | | |
| Security Deposit \$15.00 | | | | | |
| Cleaning Deposit \$50.00 | | | | | |
| Total: | | | | | |
| Other | | | | | |
| Other | | | | | |

By signing this document, I acknowledge that I understand and agree with the contents and Disclosures of the General Rental Agreements and Facility Rental Deposit/Payment Agreement. Failure to abide by these conditions will terminate this reservation.

| | |
|---------------------|---------------------------------------|
| SIGNATURE (LESSEE) | SIGNATURE WHEELER HISTORIC FARM AGENT |
| LESSEE NAME PRINTED | DATE |
| DATE | |

For Office Use Only:

| | |
|-----------------|----------------|
| REFUND MADE TO: | DATE: |
| ADDRESS | AMOUNT/CHECK # |
| CITY, STATE | REASON |



CREDIT CARD INFORMATION:

| | | | |
|--|--------------|-----------------|--|
| TYPE OF CARD (VISA, MASTERCARD, DEBIT): | CARD NUMBER: | | |
| NAME ON CARD | | EXPIRATION DATE | |
| CARD SECURITY NUMBER (ON BACK UPPER RIGHT HAND CORNER OF CARD) | | ZIP CODE: | |

