Hutchinson Event Center

Hutchinson's Meeting Place!

DAMAGE DEPOSIT

Hutchinson Event Center Damage/Clean-up Deposit

The Hutchinson Event Center requires that a damage deposit of $200.00 be paid at least 14 days prior to your event.

Event: **Date of Event:**

Name of applicant: _____ **Circle Day:** **M T W Th F Sa Su**

Name of organization (if applicable): _____

Address: _____ **Home phone:** _____

City: _____ **State:** _____ **Zip:** _____ **Work phone:** _____

Amount Due: $200.00
FOR DAMAGE DEPOSIT

Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

FOR OFFICE USE ONLY

Amount paid: _____

Date paid: _____

Staff: _____

_____ Full Refund

_____ Partial Refund (amount) $

The HEC requires that a damage deposit of $200.00 be paid at least 14 days prior to your event. If there is damage recorded, you will be contacted immediately for a meeting to discuss the damage. All items brought into the building including food, containers, decorations must be removed upon the completion of the event. A renter utilizing kitchen facilities without a preferred caterer should follow kitchen-cleaning procedures to receive full refund of the damage and clean-up deposit. If no damage occurs, a refund will be issued to you within 21 days of your event.

1005 Hwy 15 S., Plaza 15 Hutchinson, MN 55350
Telephone: 320-234-5656 ● Fax: 320-234-5655
www.hutchinsoneventcenter.com