



Please complete the following items at your earliest convenience to insure that you have a successful rental. All details regarding the items listed below can be found within the contract paperwork.

	Action	Due
	Sign contract sent via email with DocuSign	Within month of receiving
	Refundable Deposit	Within month of receiving
	Rental Payment	3 months prior to rental
	Insurance for Building	1 month prior to rental
	Alcohol Permit (if serving alcohol)	1 month prior to rental
	Security Information (if serving alcohol)	1 month prior to rental