



Heart of the Valley is pleased to offer use of Spot's Community Room to members of the public.

Spot's Community Room rental fee is \$30.00/hour.

For groups directly affiliated with companion animals, the rental fee is waived in its entirety.

To book your event, please fill out and return this form in person to Heart of the Valley or mail it to P.O. Box 11390, Bozeman MT 59719 or fax it to (406) 388-2877. For more information, please contact Heart of the Valley at (406) 388-9399 or by e-mail at frontdesk@heartofthevalleyshelter.org

Organization Name: _____

Brief description of your event: _____

Primary Contact: _____

Your address: _____

City: _____ State: _____ Zip: _____

Phone number(s): _____

E-mail: _____

Please choose your preferred date and time:

Date: _____

Time: _____

Available times are from 8am to 9pm daily. Please note that all reservations are subject to availability.

Approximate number of guests: _____

Cost & Payment Method: _____ Hours x \$30.00 = \$ _____

- I would like to pay with cash
- I would like to pay by check (Please make checks payable to: Heart of the Valley, Inc.)
- I would like to pay by credit card: (Circle one) Visa MasterCard Other: _____

(Credit card number must be included on reservation form to cover any potential damage to the room or furniture. Card will not be charged if room is left in satisfactory condition.)

Credit card #: _____

Expiration date: _____ Name on credit card: _____

Cardholder's signature: _____

TERMS OF AGREEMENT AND LIABILITY RELEASE:

_____ I understand that, for a fee of \$30.00/hour (fee is waived for companion animal related groups), Heart of the Valley will provide use of Spot's Community Room and adjacent restrooms and kitchen, including the use of tables and chairs for a period of time as selected above.

_____ I understand that Heart of the Valley will not provide any food, drinks or transportation for the event.

_____ I understand that smoking is not allowed inside the Heart of the Valley Animal Shelter, including Spot's Community Room.

_____ I understand that access to the shelter facility will close at 5:30 p.m., at which time all guests will be limited to Spot's Community Room area until 9:00 p.m. when Spot's Community Room must be vacated of all guests.

_____ I am responsible for ensuring that an adult chaperone from my party is present at all times while guests are present at the shelter.

I agree to return Spot's Community Room to a clean and orderly condition at the end of the event and to pay the cost for repair of any damages to the facilities. Heart of the Valley is not responsible for any materials or equipment left in the building. If the room is not left in satisfactory condition, a minimum charge of \$100.00 will be levied. I will notify Heart of the Valley as soon as possible if I need to cancel the event so that the room can be made available for others. To the extent permitted by law, I agree to protect, indemnify, defend and hold harmless Heart of the Valley, Inc., and its respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with my function, except those claims arising out of the sole negligence or willful misconduct of Heart of the Valley, Inc. In consideration of this agreement to rent Spot's Community Room, I hereby for myself, my administrators, my heirs, and assigns, waive and release any and all right and claims for damages I have against Heart of the Valley, Inc., their associates and representatives. I also agree to exercise all safety precautions and respect the property of Heart of the Valley, Inc.

By my signature below I verify that I am authorized to sign for and conduct transactions on behalf of the organization renting the premises:

Signature: _____ Date: _____

Printed name: _____

Every year, through no fault of their own, thousands of dogs, cats and rabbits end up lost or abandoned. Since 1973, heart of the Valley has compassionately sheltered the lost and abandoned pets of Montana's Gallatin and Madison valleys. As an open door animal shelter, heart of the Valley is committed to finding homes for every adoptable animal. No animals are euthanized for space or length of stay.



P.O. Box 11390
Bozeman, MT 59719
(406) 388-0387

www.heartofthevalleyshelter.org

Your best friend is waiting.