



## Decoration Usage Contract

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Organization \_\_\_\_\_

\*\*\*To use decorations, the event contact person must meet with an individual from the decorating team to get approval of usage for desired items. All decorations must be returned within two weeks of the event date. Any decorations with permanent changes (glueing, adhesives, nailing, cutting etc.,), torn, broken, or lost, the individual or organization listed above will be held responsible to replace **ALL** damaged items. Additionally, if Hillview's tablecloths are utilized, they must be washed in clear, scent free laundry detergent and clear dryer sheets in a smoke free home due to scent allergies. \*\*\*

*I have read the above contract and I understand that I will be held responsible for any damages that occur as a result of the event listed on this form.*

Signature \_\_\_\_\_ Date \_\_\_\_\_