

# Fort Belmont/JCT Inc.

**Date of Service** \_\_\_\_\_

If your request is between November 1st and May 1st, major snow removal will not be possible. Please refrain from scheduling during winter and early spring. If weather conditions cause the event to be cancelled, you may reschedule for another available date.



**Damage Deposit :** **\$100.00**  
**(separate check to be returned after event with no damage)**  
 Received on \_\_\_\_\_ Check # \_\_\_\_\_ Returned on \_\_\_\_\_

- Rental Fees:
- Service time 3 hours **\$100**
  - Per hour over 3 hours **\$50**
  - Farmhouse Rental **\$50**
  - Wedding Rehearsal (*Separate Day*) **\$50 per hour**

**Total \$** \_\_\_\_\_

**Deposit to Reserve Date:** -\$50.00 Received on \_\_\_\_\_ Check # \_\_\_\_\_ or cash  
*(Non-refundable)*

**Balance Due :** \$ \_\_\_\_\_ Received on \_\_\_\_\_ Check # \_\_\_\_\_ or cash  
*(Pay on day of event or before)*

**Fort Belmont/JCT Inc. Responsibilities:**

- \*The Church will be clean and orderly
- \*Doors will be opened on time and closed after the event
- \*Trash receptacles are available on site
- \*Museum will be open for restroom facilities (Mid May-Mid-October). Volunteers will be on duty.

**Renter Responsibilities:**

- \*No alcoholic beverages on Fort Belmont grounds, no smoking within 25 feet of any building
- \*No food or beverages inside Church (except water, as necessary). No confetti, rice or bird seed
- \*No lit candles inside buildings (we recommend the use of battery operated candles or unity sand)
- \*All items used or moved, to be returned to proper location
- \*All trash picked up and put in receptacles, buildings left in good condition
- \*Pictures and video taping are allowed

Service (Wedding, Baptism, Memorial)  
*(Please include time needed before & after the service)*  
 Start \_\_\_\_\_ a.m. / p.m.  
 Finish \_\_\_\_\_ a.m. / p.m.

Rehearsal Date: \_\_\_\_\_  
 Rehearsal Start Time \_\_\_\_\_ a.m. / p.m.  
 Rehearsal Finish Time \_\_\_\_\_ a.m. / p.m.

Fort Belmont Representative _____ Date _____  Fort Belmont/JCT Inc. 114 3rd St., Suite B Jackson , MN 56143 Phone: 507-847-3867 Fax: 507-847-3869 E-mail: chamber@jacksonmn.com Find us at: www.fortbelmont.org  Site Address: 217 Belmont Lane, Jackson. I-90 Exit 73, south 1/4 mile, turn right (go west) past Kemna Asa and AmericInn.	Renter Signature _____ Date _____  Bride's Name: _____ <small>(Please Print)</small> Groom's Name: _____ <small>(Please Print)</small> Mailing Address: _____  _____ City _____ State _____ Zip _____  Best Phone#: _____ E-Mail: _____
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