

C I V I C C E N T E R R E N T A L A G R E E M E N T

Effective 08/23/2017

RENTER: _____ **CELL PHONE:** _____
CONTACT: _____ **EVENING PHONE:** _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
RENTAL DATE(S): _____ **ANTICIPATED CLOSE TIME:** _____
EVENT: _____

NOTE: Set up is the responsibility of the renter. The tables and chairs will be provided but renter will be responsible for setting them up and putting them away.

Will the event include a "Cash Bar"? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
* If "yes", renter must provide the City with a copy of the Temporary Alcoholic Beverage Permit three (3) days prior to event.	

<i>F o r O f f i c e U s e O n l y</i>	
A P P L I C A B L E F E E S	
Description	Amount
Deposit	\$ 300.00
Less: 1. Daily Rent: \$100 per day <i>or</i>	
2. Weekend Rate: \$250.00	\$
3. Clean-up \$30.00/hour (If required.)	\$
4. Additional Fees (Damages, etc.)	\$
Total Amount Due	\$
Amount of Refund*	\$
Date Initial Deposit Paid: _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Amount _____	
Date Balance Paid: _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Amount _____	
Deposit Refunded: Date: _____ <input type="checkbox"/> Check # _____ Amount _____	
* If entire deposit is not refunded list description and charges applied against deposit:	

Civic Center Rules, Regulations and Rental Fees: The rules, regulations and fees for rental of the City of Neodesha Civic Center are set forth below.

- A. Services:**
 - Rental includes key checkout, tables and chairs and use of the Kitchen Facilities.
 - The North Bay area is not for rent.
 - The Commission Room and contents are not for rent.
- B. Rental Fees:** A deposit of \$300 is required in order to rent the Civic Center. You may put \$150 down to hold the date, but the remaining \$150 must be paid prior to the event. Rental fees are \$100 a day or \$250 for the weekend. [Weekend is defined as **8:00 a.m. Friday through Midnight on Sunday.**] Additional clean up by City crews is billed at \$30 per man-hour. Cost to repair any damages will be deducted from the deposit or billed to the renter.
- C. Clean-up/Close Out:**
 - Clean-up fees will be assessed based upon the condition of the property following the event. All renters are strongly urged to clean up as much as possible to minimize clean-up charges.
 - Clean-up Surcharge: Additional clean-up if necessary will be charged at a rate of \$30/man-hour.
 - Clean-up Duties:
 - ◆ Put tables and chairs back in their racks and return to North Bay.
 - ◆ Clean up and remove trash. Dumpsters are located in the back of the building.
 - ◆ Sweep floors in main room, kitchen and restrooms.
 - ◆ Mop and clean all spills on floor.

- ◆ Clean kitchen.
- ◆ Pick up trash inside and outside of building.
- ◆ Thermostat covers must be in place and locked. (You will be charged for any missing covers.)
- ◆ Check and clean restrooms to make sure stools and urinals have been flushed and water is not running.
- Close Out
 - ◆ Renter must ensure that all doors are locked. Keys may be dropped in the night depository or brought into the City offices the business day following the event.
 - ◆ Keys must be returned and clean-up must be approved prior to any deposit being refunded. If the City must do any of the clean-up listed above, the cost will be deducted from the deposit at a rate of \$30 per man-hour.

D. Rental Agreement:

- Renter must be 18 years old or older to rent this facility.
- Renter is responsible for the liability of their guests as well as any damage to City property.
- Holding deposit of \$150 must be paid within 72 hours of booking the Civic Center to hold the requested date(s). Balance of deposit (\$150) must be paid in full one week in advance of the event.
- Keys may be checked out on the business day preceding the event. Before renter will be given a key, the entire deposit amount must be paid.
- Renter may not set up prior to receiving the key.
- If setup is done during City Hall working hours, renter may not play excessively loud music or make excessive noise. This is still a place of business.
- Animals, other than service animals, are not permitted inside the Civic Center.
- Children must be kept under control and may not run freely through the Civic Center during working hours.
- Keys may not be duplicated.
- Lost keys will result in fees necessary to cover the changing of locks and the replacement of keys.
- Rental charges begin on the date of setup. (e.g. – If renter sets up on Friday for a Saturday event, rent will be charged for both Friday and Saturday, regardless of the time or number of hours renter uses.)
- Building must be locked whenever renter leaves the premises. If building is left unattended or unlocked, renter accepts full liability for any damages that may occur.
- In case of emergency, renter will contact the Neodesha Fire Department at 325-2642.
- Cancellation must be given 48 hours prior to scheduled event in order to receive refund in full. Cancellations with less than a 48 hour notice will receive a 50% refund.

E. Deposit Refunds: When possible, refunds will be mailed within ten (10) business days of close-out or cancellation. Early refunds will not be considered.

F. Tobacco Products and E-Cigarettes: The use of any tobacco product or e-cigarettes in a government building is prohibited by Kansas statute. Patrons may only smoke in the Beer Garden area. No smoking is permitted within 10 feet of any door into the building.

G. Alcoholic Beverages: The use of alcoholic beverages in the Neodesha Civic Center is permitted and shall be in conformance with state laws and City ordinances. Alcohol may be taken outside into the Civic Center Beer Garden, but not beyond. Patrons outside the Civic Center may not drink alcoholic beverages within 10 feet of an outside door. Renter should contact the Public Works Department to arrange for the Beer Garden Barricades.

H. Goal: It is the goal of the City of Neodesha to provide the civic center facility to the public for medium to large events at a reasonable and economical cost to its citizens, while at the same time minimizing the amount of time required of city employees to clean-up the facilities following events, as well as reducing the amount of interruptions to normal City operations.

I, the undersigned, state that I have read the above Rental Agreement information and will abide by the terms and fees set therein.

Renter

Date

City of Neodesha

Date

NEODESHA CIVIC CENTER LAYOUT

