

New Strawn Community Center

RESERVATION & RENTAL AGREEMENT

DATE(S) RESERVED _____

RESPONSIBLE PERSON _____ PHONE NUMBER _____

NAME OF GROUP/PERSON _____

TYPE OF EVENT: AUCTION DINNER/LUNCHEON GRADUATION
 FUNDRAISER CHARITY MEETING WEDDING/PARTY

	RENTAL FEE:	DEPOSIT:	ALCOHOL:
<u>AM-1:00 PM or 2:00 PM-MIDNIGHT</u>	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> YES *
<u>FULL DAY</u>	<input type="checkbox"/> \$100.00 PER DAY	<input type="checkbox"/> \$100.00	<input type="checkbox"/> NO
<u>FOR-PROFIT VENUE/EVENT</u>	<input type="checkbox"/> \$150.00 PER DAY	<input type="checkbox"/> \$150.00	

Reservations are taken on a first come, first served basis. Rental fee and deposit must be paid to hold a reservation. Please write two separate checks. **The key must be picked up during City Hall hours. Any after-hours call for keys will result in \$25 fee withheld from your deposit.**

Cancellation less than 10 days from reserved date will result in forfeiture of ALL fees.

Your deposit will be returned to you after the building has been inspected for cleaning and the attached checklist has been reviewed. THE BUILDING MUST BE CLEAN AND IN GOOD CONDITION AND ALL RULES SET FORTH FOLLOWED BEFORE DEPOSIT IS RETURNED.

I have read and understand the terms and conditions of this rental agreement (front & back). I agree to pay for any damages caused to the Community Building during my event.

I understand the City of New Strawn is not responsible or liable for accidents or injuries incurred to anyone or anything at the location during the time period of the rental.

Signature of Applicant: _____ Date of Agreement: _____

NON-PROFIT FOR PROFIT *Two separate checks are required*

TOTAL RENT _____ TOTAL DEPOSIT _____

CHECK # _____ CHECK # _____

Signature of City Representative _____

**If alcohol will be sold, a temporary permit is required from the City of New Strawn \$25 and City Council approval. The State of Kansas also requires a separate permit to be obtained at www.ksrevenue.org/abctemppermitt.html The State of Kansas has five temporary permit types available. All applicants must file an application with the State Director at least 14 days before the event. Applications received less than 14 days in advance of the event may be rejected.*

Community Building Rental Agreement Rules

Rules for all events:

- Building must be left in good, clean condition
- All decorations, including tape, staples, etc., must be removed and disposed of after event
- Decorations from the ceiling can **only** be hung from existing ceiling hooks
- Tables and chairs are to be cleaned & put away unless other arrangements have been made
- Trash/garbage shall be BAGGED and put in dumpster located outside of the building
- All boxes must be broken down and placed in dumpster
- All renters must sweep floor and wipe down counters & appliances in kitchen, if used
- HVAC units (2) must be **turned off** in summer and **turned down to lowest setting** in winter
- NO gambling. NO roller-skating, roller blades, or skateboards allowed.
- DO NOT tamper with building structure (lights, fans, cabinets, etc.)
- NO SMOKING or TOBACCO CHEWING is allowed inside the building
- If alcohol is sold, a \$25 temporary permit is required from the City and must be approved by City Council. The State of Kansas also requires a separate permit and their separate fee to be obtained at www.ksrevenue.org/abctemppermit.html.

If food is served:

- Wipe down all of the appliances and counters in the kitchen
- Sweep and mop the floor after your event
- If the floor is not mopped, a \$50 fee will be deducted from your deposit

Auctions:

- **NO material/merchandise may remain inside or outside the premises after designated period of rental - failure to remove ALL auction items will result in additional rental fees and/or retention of deposit**
- NO equipment with LEAKS (oil, gas, anti-freeze) is allowed inside the building
- NO internal combustion engines are allowed in the building
- Floors must be swept and mopped after auction/event is completed

Reservations are taken on a first come, first served basis. Rental fees must be paid to hold a reservation. Deposit is required when keys are picked up. Cancellation of a reservation 10 days prior to the reserved date will result in a full **refund** of the rental fee. Cancellation of a reservation less than 10 days from reserved date will result in **forfeiture** of ALL rental fees.

A full refund of the deposit will be made after it has been determined the building was cleaned and left in good condition and that all rules as set forth above were followed.

Rental Fees & Deposit:

Half-Day or Less am – 1:00 pm or 2:00 pm - evening \$50 & Damage Deposit \$50

Full Day (Non-Profit) \$100 for 1st day, \$50 for consecutive days & one-time Damage Deposit equal to rent

For-Profit Venue/Event \$150 per day & one-time Damage Deposit \$150

After hours call for keys \$25

Two (2) separate checks are required: Make checks payable to: City of New Strawn

one check for rental fees, one check for damage deposit