

Event Date: _____

SOUTHGATE COMMUNITY CENTER, INC.

301 West Walnut Street

Southgate, KY 41071

859-781-8878

LARGE HALL RENTAL AGREEMENT

Today's Date: _____

The following is a contract between the Southgate Community Center, Inc. and

(Renter's Name)

(Hereinafter referred to as "Renter") for the rental of the Large Hall at the Southgate Community Center.

Full Address: _____

Phone Number: _____ Cell: _____

Email Address: _____

Type of Event: _____ Hours of Event _____

Number of Persons to attend: _____

Large Hall Capacity is **300 People**

Will Event have outside vendors? _____

Caterer _____ Caterer Insurance on file _____

Equipment Rental Company _____

Southgate Community Center reserves the right to refuse the use of any particular vendor. Please contact Southgate Community Center Coordinator before scheduling or placing a deposit on any/all vendors.

According to City Ordinance 0405 all outside vendors must have a City of Southgate Occupational License. This license can be obtained from the Campbell County Fiscal Court at 1010 Monmouth Street, Newport, KY 41071

The contract must be completely filled out. The renter must be 21 years of age and present on the property at all times, and in control of the event.

Rental Amount

A \$100.00 non-refundable deposit and the \$200.00 security deposit are required at the time the contract is signed. The balance of the rental payment \$500.00 is payable 60 days prior to the date of the event. If the contract is signed within the 60 day time frame, then the total amount of \$800.00 is due upon signing of the contract.

Please Note: The signed contract and deposit must be returned within ten days of receiving the contract or reserving a date.

The base rental covers four hours. Additional hours may be purchased at \$100.00 an hour. The use of the facility for ceremonies inside or out is \$100.00 and includes one hour.

The rental charge includes set-up of tables and chairs and cleanup after the event. If extraordinary cleanup must be performed, or if furniture/utensils is/are damaged or missing the security deposit may not be refunded. Extraordinary cleanup is at the discretion of the Community Center.

Rental charge does not include soft drinks, snacks, table coverings, equipment charges or bartenders.

Rental is based on the following terms and conditions

- **INSURANCE AND LIABILITY**

Renter hereby agrees to indemnify the City of Southgate and the Southgate Community Center, Inc. for any damage to the premises rented herein attributable to the renter or guest or employees of the renter; or its caterer; or outside vendors used by Renter. Renter also agrees to save, hold harmless, indemnify and defend the City of Southgate and the Southgate Community Center, Inc., its representatives and assigns, from any and all claims arising under this agreement, including but not limited to claims arising from the dispensing of alcoholic beverages, from any and all personal injuries or property damage which may be brought against the City and/or Southgate Community Center, Inc., its representatives or assigns, for injuries arising out of the activities of renter, renter's guest, agents, servants or employees.

- **FOOD CATERER'S INSURANCE**

Food Caterers shall not be permitted to serve the event unless liability insurance with a combined single limit of at least \$500,000.00 is carried by the caterer; such insurance shall name the City and the Southgate Community Center, Inc. as additional insurers for the date(s) of the event for which the premises are rented. Such insurance shall also state that coverage provided to the City of Southgate and the Southgate Community Center is over and above any liability insurance available to the Southgate Community Center, Inc. A certificate of insurance showing that the caterer is in compliance with this requirement shall be provided to the Southgate Community Center, Inc. at least ten days prior to the event or the caterer will not be permitted to service the event.

- **CITY'S INSURANCE**

The City's insurance and the insurance of the Southgate Community Center, Inc. WILL NOT protect the renter or the renter's guest, employees, agents, servants or caterer or outside vendors from claims arising out of the renter's use of the rented premises. Renter is strongly advised to consult with renters' legal council and insurance agent to determine both liability exposure and insurance protection available to renter when hosting the event for which the premises are being rented; this is true if alcoholic beverages **are being served or are not being served.**

- **REFUND POLICY**

No refunds of the rental or security deposit will be given upon cancellation. No refunds of any type will be given if the contract is terminated by actions of persons attending the event or by actions of the renter, their agents, servants, or employees. In the event that at any time after the signing of this contract and before or during the time the hall is rented, the Community Center or the City of Southgate should be materially hampered, interrupted or interfered with in the carrying out or completion of this contract by reason of fire, casualty, black-out, strike, unavoidable accident, riot, war, Act of God, or any local or national State of Emergency or unusual conditions or any other cause of the same or similar kind, then, in the event this contract, at the option of the Community Center or the City of Southgate shall become null and void and Renters shall not be permitted to use any of the said hall. The rental fee and security deposit shall be returned within fifteen days subsequent to any of the aforementioned events.

- **CONCESSIONS**

1. All drinks and containers must be kept inside the Community Center.
2. Renter is responsible for securing all permits **if necessary.**
3. All soft drinks and snacks must be purchased through the Community Center.
4. Glass bottles are **NOT** permitted in the large hall.
5. Alcoholic beverages will not be served after 12:30 a.m.
6. Payment is due in full the night of the event.
7. **NO COOKING OR PREPERATION OF FOODS ON PREMISES.**(Warming facilities are available)

If the event is open to the public and malt beverages, wine, or distilled spirits are to be served or sold, the renter is responsible for obtaining the proper permit from the Kentucky Alcohol Beverage Control Office. Their web site is www.abc.ky.gov . After filling it out contact the Community Center Coordinator for proper signatures and filing with the state.

- **PRICING**

1. Soft Drinks: \$.50 per cup
2. Chips/Pretzels \$14.00 per box
3. Table Coverings
 - Plastic Coverings**
 - Round Tables \$5.00 per table
 - 8' Rectangle Tables \$30.00 for all tables
 - Real Linen and Skirting** \$5.00 a tableOnly available for Bridal, Cake, Gift and DJ tables (not available for buffet tables)

- 4. Equipment Usage \$20.00 flat charge
(Ice, taps, walk in cooler, and CO2)
- 5. Cups \$5.00 per 100
(for drinks other than soft drinks)

All prices listed are based upon present costs to the Community Center. If a distributor increases cost, said cost will be reflected in the prices paid by the renter.

All aforementioned prices are subject to increase by the Community Center, and Renter may obtain a schedule of existing prices from the Community Center Coordinator at anytime during the rental of the Community Center.

- **BARTENDERS**

1. Two Bartenders are required for all rentals and must come from the Community Centers bartender list. The Community Center Coordinator will schedule the bartenders.
2. An additional bartender is required if distilled spirits are to be served.
3. Bartenders are to be paid the night of the event directly by the renter at \$60.00 each for a four hour event.
4. Additional hours for bartenders is \$10.00 an hour each bartender.
5. Bartenders will arrive an hour before the event is scheduled to start. At this time the caterers and DJ's may come in to set up.
6. In the case of on site ceremonies, bartenders will not open the bar until the start of the scheduled reception time. If renter chooses to have the bar open immediately following the ceremony the \$10.00 charge for each additional hour will be applied to the bartender's fee. (Example - Ceremony 6:00 Reception 7:00 – 11:00 Bar opens at 7:00 unless renter pays each bartender \$10.00 for additional hour.)

Bartenders are the only persons permitted to serve alcoholic beverages to Renter or his guest(s). All applicable state, county, and city alcohol beverage control regulations and laws are strictly enforced. Renter assumes full responsibility for the serving of alcohol to any of Renter's guests, and Renter agrees to indemnify and hold harmless the Community Center, and the City of Southgate, its agents, and employees, from any and all claims asserted by Renter, its guests, and/or any other third party, arising from or related to Renter's use of the premises.

Renter agrees to abide by the Community Center bartenders' decision to refuse service to a guest, agent, servant, or employee of Renter for any reason and Renter will remove the said person from the premises pursuant to demand from bartender and will provide transportation for said person. Renter shall do all that is reasonably possible to prevent said person from operating a vehicle. In the event Renter does not cooperate with the Community Center bartender in controlling the consumption of alcoholic beverages by aforementioned person, or fails to cooperate in any other reasonable manner in regard to events which occur during the term of the contract, the Community Center reserves the right to refuse service to all people and to close the premises. Any alcoholic beverages which remain will not be released to Renter until the following afternoon for which the premises were rented.

- **CATERING**

1. Renters may furnish their own caterers.
2. Limited kitchen facilities are available.
3. Caterer must be instructed by the Renter to clean up the kitchen and food serving area before leaving the premises.
4. Failure to clean up will result in the loss of the security deposit.
5. Caterer must furnish his own liability insurance policy in the amount of \$500,000.00. A copy must be faxed to the City Office two weeks prior to the event. Fax number 859-441-0244 Attention Community Center.
6. Caterers must have a valid City of Southgate Occupational License.

- **SEATING AND SEATING ARRANGEMENTS**

1. The maximum seating capacity is **300 people**.
2. No exceptions can or will be made.
3. Seating arrangements will be finalized with in the month before the event is to happen. Contact the Community Center Coordinator to make an appointment.

- **TABLES AND CHAIRS**

1. Rental includes the set up of rectangular 8 foot tables and metal chairs.
2. Some 60” round tables are available.
3. Tables and chairs are not to be taken outside the Community Center. This includes outside ceremonies.
4. An additional fee of \$.25 per chair will be charged for special seating arrangements for inside ceremonies. It is then the responsibility of the Renter to move the chairs if the area is needed for a dance floor. **Note:** due to the fire code regulations there may not be more than 300 chairs set up in the hall at any one time.
5. If an outside rental company is used the addendum to this rental agreement must be filled out and they must have a valid City of Southgate Occupational License.

- **MUSIC**

1. Renter may furnish his own band or DJ.
2. Music may only be played inside the premises.
3. Excessively loud music will not be tolerated.
4. DJ or band may set up at the time the hall is being decorated or they may arrive one hour before scheduled event.

- **DECORATING GUIDELINES**

The hall will be available to decorate from 10a.m. – 12p.m. the day of the event. Special decorating times need prior approval and will be discussed at the finalization meeting. If additional time is needed to decorate a \$25.00 per hour fee will be charged. If the following guidelines are not followed the deposit may not be returned.

1. Only free standing decorations or table decorations are permitted.
2. Glitter, rice, sand, confetti, birdseed or any other like materials are **NOT** permitted.
3. **Absolutely NO TAPE**, nails, hooks, pins, or adhesives are permitted on any surface especially the walls.

4. Streamers, banners or other similar devices are NOT permitted to be hung in any way shape or form to the structure of the building.
5. Bubbles and bubble machines are NOT permitted.
6. Lighted candles must be in glass containers such as votives or hurricane lamps.
7. Renter is required to remove and properly dispose of all decorations.

- **CLOSING**

1. All guest shall vacate the hall within one ½ hour after the event.
2. Renter shall vacate the hall within one hour after the event.

- **MISCELLANEOUS**

1. The facility is a tobacco free facility.
2. Renter is to meet with the Community Center Coordinator within one month prior to the event to finalize plans.
3. No rentals will be permitted between the hours of 1:00a.m. and 7:00a.m.
4. No balloons, signs, etc. may be placed along the road way leading to the Community Center.
5. Any items purchased/rented from other agencies are the renter's responsibility for set up and removal the day of the event.
6. The City of Southgate and the Southgate Community Center, Inc. are not responsible for damaged, lost, or stolen items left on the premises prior to, during or following the event.
7. Should any provision of this Agreement be declared or determined by and court of competent jurisdiction to be illegal, invalid, or unenforceable, the parties agree that the validity of the remaining parts, terms, or provisions shall not be affected thereby and any illegal, invalid, or unenforceable part, term, or provision shall be severable and deemed not to be a part of this Agreement.
8. This Agreement is made and entered into in the Commonwealth of Kentucky, and shall in all respects be interpreted, enforced, and governed under the laws of Kentucky and jurisdiction shall vest in the Campbell County Courts. The language of all parts of this Agreement shall in all cases be interpreted as a whole, according to its fair meaning, and not strictly for or against any other party.

UNDERSTANDING AND COMPLIANCE

Renter has read the above contract and agrees to comply with all terms and conditions in full. The parties further acknowledge that this Agreement is executed voluntarily, without coercion, or undue influence, and with full knowledge of the meaning of each provision in this Agreement. Non-compliance by Renter of any terms of this Agreement may result in immediate termination of the contract, closing of the hall and removal of the persons, including Renter, during the rental period, from the premises at the option of the Community Center or the City of Southgate and/or forfeiture of the security deposit.

Renter Signature

Southgate Community Center

Date

Date

Please make checks or money orders (no cash) payable to:

Southgate Community Center

Mailing address:
Southgate Community Center
C/o 122 Electric Avenue
Southgate, KY 41071

		Date Paid	Check#
Security Deposit	\$200.00	_____	_____
Rental Deposit (non refundable)	\$100.00	_____	_____
Rental Fee	\$500.00	_____	_____
Additional Hour(s)	\$100.00 each	_____	_____
Facility for Ceremony	\$100.00	_____	_____
Additional Decorating Time	\$25.00/hour	_____	_____

Southgate Community Center Addendum to Rental Agreement For Large and Small Hall Rentals

- Any items purchased or rented from other agencies are the renter's responsibility to set up and clean up.
- Items may be dropped off at the Community Center between 8:30 a.m. and 11:30 a.m. the day the event is being set up.
- Pick up times for rented items are immediately after the event or between 8:30 a.m. and 11:30 a.m. the next business day.
- All times are to be scheduled through the Community Center Coordinator.
- A \$100.00 deposit must be paid by Renter within 30 days of the event.
- The deposit will be returned to the renter, within a week of the event, if the above guidelines are followed.

I agree to abide by the above guidelines for rented/purchased equipment and have paid the \$100.00 deposit.

Renter's Signature

Southgate Community Center

Date

Date