

Event Date: _____

SOUTHGATE COMMUNITY CENTER, INC.
301 WEST WALNUT STREET
SOUTHGATE, KY 41071
859-781-8878

SMALL 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 small hall at the Southgate Community Center.

Full Address: _____

Phone Number: Home: _____ Cell: _____

Email address: _____

Type of Event: _____ Hours of Event: _____

Number of Persons to attend: _____

Small Hall capacity is **75 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 valid City of Southgate Occupational License. This license can be obtain 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 at all times on the property and in control of the event.

Rental Amount

\$75.00 rental + \$150.00 security deposit = \$225.00

A \$150.00 deposit is required at the time the contract is signed. The balance of the rental amount of \$75.00 is payable 60 days prior to the event. If the contract is signed within the 60 day time frame, then the total amount of \$225.00 is due upon signing of the contract.

Please Note: The signed contract and deposit must be returned within 10 (ten) days of receiving the contract or reserving the date.

- The base rental covers four hours. Additional hours may be purchased at \$18.75 and hour
- Renter supplies all food and drinks
- Renter sets up all tables and chairs and cleans up all tables and chairs
- Renter is required to return the facility to its pre use condition to be eligible for deposit refund.

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, renters guests, agents, servants or employees.

• FOOD CATERER'S INSURANCE

Food Caterers shall not be permitted to service 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 Southgate Community Center, Inc. and the City 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 10 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 not being served.**

- **DEPOSIT AND REFUND POLICY**

1. Deposit of \$150.00 must be received on the date of the signing of the contract.
2. If the event is cancelled \$50.00 of the security deposit will not be refunded.
3. The deposit is refundable if the hall is cleaned up to the satisfaction of the Southgate Community Center, Inc. and the keys have been returned.
4. No refunds whatsoever will be given if agreement is terminated by actions of persons attending the event or by actions of the renter, its' agents, servants, or employees.
5. In the event that at any time after the date this agreement is signed and before or during the time the hall is rented, the Southgate Community Center or the City of Southgate should be materially hampered, interrupted or interfered with in the carrying out or completion of this agreement by reason of fire, casualty, black-out, strike, unavoidable accident, riot, war, act of God, or any local or national emergency or unusual condition or any other cause of the same or similar kind then, in that event, this agreement, at the option of the Southgate Community Center or the City of Southgate shall become null and void and renters shall not be entitled to said hall. The rental fee and security deposit shall be returned to the renter within seven days subsequent to any of the aforementioned events.

- **MUSIC**

1. The renter may furnish his own music.
2. The music must remain inside the premises and be confined to the rental room only.
3. Excessively loud music will not be tolerated.
4. If using a D.J. you must contact the Coordinator for maximum guest capacity.
5. Bands are not permitted to play in the small hall.

- **DECORATIONS**

1. Glitter, confetti, rice, sand, or any fine materials are not permitted as decorations.
2. Only table decorations or free standing decorations are permitted.
3. No streamers, signs, banners ECT may be attached to walls, doors, windows, or the ceiling.
4. Absolutely no nails, hooks, pins, **TAPE**, or glue is permitted on any surface.
5. Lighted candles must be in a glass container such as votives or hurricane lamps.
6. Renter must remove and properly dispose of all decorations.

- **CATERER**

1. Renter may furnish own caterer. A copy of the insurance must be on file 10 days prior to the event.
2. Caterer must have a valid City of Southgate Occupational License.
3. Limited kitchen facilities are available.
4. Caterer must be instructed by the renter to clean up the kitchen and food serving area before leaving the premises. Failure of the caterer to clean up may result in the loss of the security deposit.

• **SEATING AND SEATING ARRANGMENTS**

1. The maximum seating capacity for the hall is 75 persons. No exceptions can or will be made.
2. When setting up the hall with tables and chairs do not block the fire exits.
3. The carts for the chairs and tables **are to remain in the hall at all times**. Do not push them out into the foyer as this causes damage to the walls.
4. Tables and chairs are not to leave the hall. They are not for outside use.

• **CLOSING**

1. All guests shall vacate the hall within ½ hour after the event.
2. Renter shall vacate the hall within 1 hour after the event.
3. The hall is to be cleaned up within the extra hour after the event.
4. Any items brought into the hall by the renter must be removed at the end of the event.

• **MISCELLANEOUS**

1. **Rental rate is for four (4) hours only.** Additional hours may be purchased.
2. **Keys** for the hall will be picked up from the Community Center Coordinator at the Community Center. All renters will receive a phone call at least three days prior to their event from the Community Center Coordinator in regards to pick up arraignments.
3. Renter may enter hall for set up one (1) hour prior to event.
4. The entire facility is a tobacco free facility.
5. No rentals are permitted between the hours of 1:00a.m. and 7:00a.m.
6. Outside doors shall remain closed during the event –**they may not be propped open.**
7. No balloons, banners, or signs may be posted along the road way leading to the center.
8. Keys must be returned the night of the event. There is a drop box at the Community Center.
9. The Southgate Community Center reserves the right to do on site inspections during the event. If the inspection reveals a serious problem, the Southgate Community Center reserves the right to order the premises vacated immediately and the renter forfeits all deposits and rental fees. The Southgate Community Center also may pursue any other legal remedies as necessary.

• **UNDERSTANDING AND COMPLIANCE**

The renter has read the above Hall Rental Agreement including terms and conditions, understands them and agrees to comply with them in full. Non-compliance can result in immediate termination of the rental agreement, closing of the hall and removal of the guest from the premises at the option of the Southgate Community Center, Inc. and forfeiture of security deposit.

Completed Hall Rental Agreements and \$150.00 deposit must be received within 10 days of reserving the hall. Payment of the remaining \$75.00 rental fee is payable 60 days prior to the event. If signing of the agreement is within 60 days of the event than \$225.00 is due upon signing.

Renter

Southgate Comm. Center, Inc.

Date

Date

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

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

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 of the event.
- Pick up times for rented items are immediately after the event or between the hours of 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

Guidelines for Small Hall Clean-Up

1. Vacuum carpet in small hall
 2. Remove all food items from hall and kitchen
 3. Coat Room is to be cleared and cleaned of all items
 4. Sweep kitchen floor
 5. Take down tables and chairs and store properly
 6. Tables and chairs and their carts are not to leave the small hall
 7. All garbage is to be taken to dumpster
 8. All doors and windows are to be closed and locked
 9. Do not prop doors open at any time
 10. No one may adjust thermostat
- Compliance with the above items is necessary in order to receive your deposit refund.
 - Any problems needing immediate attention call Public Works Director Arvil Bowman 991-0976
Or Community Center Coordinator Monica Rath 743-1951

I agree to adhere to the Small Hall Clean-up Guidelines.

Renter's Signature

Date

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Copy to be retained by Renter