

## Huntingburg Event/Community Center Rental Agreement

THIS AGREEMENT, made and entered into by and between the Huntingburg Foundation Inc., d/b/a Huntingburg Event/Community Center and

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ 2<sup>nd</sup> PHONE \_\_\_\_\_ 3<sup>rd</sup> PHONE \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

**WITNESSETH THAT:**

The Huntingburg Event/Community Center shall be available for rent by the general public under the conditions herein listed, and that

Any violation of these conditions by the Renter shall give the Center the right to immediately terminate this Agreement without notice or refund, recover damages occasioned by such violation, and deny any future renting of the facility by said Renter.

Conditions set forth are:

**Legal:** All Renters shall comply with all Federal and State laws as well as City of Huntingburg ordinances. The Renter agrees to indemnify and hold the Center harmless from and against any and all claims, and damages, including any litigation expenses, court costs, and reasonable attorney fees, arising out of the use of these premises by Renter and its guests, and to indemnify and hold the Center harmless from and against any judgment based on any such claims.

**Availability:** Rooms are available on a first come first serve basis to persons of 18 years of age or older. The Huntingburg Event/Community Center has three main dining rooms and two meeting rooms. One room or a combination of rooms may be rented. When booking the facility, the renter should discuss with the Center Manager space needed for the event. The renter and Manager will then agree upon which rooms are to be rented. The Renter will not have access to dining and meeting rooms not rented. These rooms will be available for rent to other groups. Access to storage and administrative offices shall be restricted.

**Damage Deposit:** A damage deposit of \$250 is due at the time of booking the facility. No reservation of the facility will be effective until the damage deposit is paid. The damage deposit will be deposited into the Event Center account with a full refund payable to the renter as long as the facility is left in acceptable condition upon completion of the event. If there are damages or additional cleanup services required, the Renter shall be billed for any costs that exceed the damage deposit.

If an event is cancelled more than 90 days prior to the scheduled event, 50% of the damage deposit along with any other fees paid shall be returned. If the event is cancelled less than 90 days prior to the scheduled event, the damage deposit is forfeited, but the renter will receive a refund of the 50% facility rental deposit.

**Rental Rates:** Rental rates are calculated upon seating capacity. Therefore each room and combination of rooms has an established rate as listed on the Rate Sheet. An amount equal to 50% of the room rental rate is due within ten days of the rental agreement being signed. The full rental amount must be received at least 60 days prior to the date of the event along with the cleaning fee. Failure to pay the rental amount within this time frame shall cause this Agreement to be null and void and the Center has no obligation to hold the facility. Renter agrees to pay the agreed rental together with costs of collection and reasonable attorney fees, in the event of default.

**Discounts:** For those groups who wish to rent all or part of the center for two or more consecutive days, a discounted rate may be negotiated with the Center Manager dependent upon costs and responsibilities that might be incurred by the Center.

**Decorating/Set Up:** The Center shall be made available for decorations and set up to the Renter six hours before the start of the event unless other arrangements are made with the Center Manager. The Renter may have access to the Center for setup on the day prior to the event only if they have made arrangements with the Center Manager or have rented the facility. The Renter shall provide a contact and expected arrival or delivery time for all sub-contractors.

Restrictions when decorating include:

- No open flames – any candles used, must be enclosed within a container that is higher than the flame. Battery operated candles may be used outside of a container.
- No confetti, rice, or silly string is allowed.
- No items may be taped, nailed or attached to the walls, doors, or ceilings. Only free standing decorations are allowed.

**Furnishings:** The Center staff shall be responsible for set up and take down of all tables and chairs. The Center has round tables, 8-foot rectangular tables, 6-foot rectangular tables and chairs available. The Renter shall notify the Center no later than two (2) weeks prior to the event as to the number of table and chairs needed. If the Renter requires any special arrangement of table and chairs they shall notify the Center no later than four (4) weeks prior.

**Clean Up:** The Renter shall remove all their decorations, food, dishes, clothing, and all other personal property brought onto the premises by Renter, their guests or agents from the premises immediately after the event unless previously arranged with the Center Manager. A \$150 fee will be paid by the renter for general cleanup.

**Kitchen Area:** There are two kitchen areas available. Upon renting the facility, the Renter will be informed as to which kitchen shall be made available to the Renter for their scheduled event. The kitchen areas are not intended for cooking.

**Food:** Only approved caterers who have supplied proof of insurance and health department permits to the Center may be used, a list of approved caterers is attached. If a desired caterer is not on the list, the caterer may submit the proper documentation to the Center for approval.

**Alcohol:** If alcoholic beverages are to be served, an approved caterer with an alcohol permit and insurance must be used. The alcohol permit shall be in clear view of the general public in the area where the alcohol is being served. A list of caterers is provided. All alcoholic beverages must remain within the building.

**Soft Drinks:** The Center shall provide soft drinks. A per person fee for soft drinks will be charged through the bar service caterer. That fee shall be determined by cost and availability of product.

**Smoking:** There is no smoking in the Center. Persons smoking outside of the building are asked to dispose of cigarette butts in the appropriate places.

**Parking:** Parking is available in the Center lot and on 14<sup>th</sup> Street. Parking is not allowed on Chestnut Street or in the grassy areas.

**Lake Access:** Persons who wish to use the lake for photos or any other activities should notify the Center Manager of such plans. NO swimming or boating is allowed on the Center's lake.

**Security:** Should a Renter require or if the Center Manager deems it necessary to hire additional security, the Renter shall be responsible for hiring security personnel. Any such personnel hired shall be approved by the Center Manager.

**Hours:** The Renter shall inform the Center Manager as to when the Renter will require access to the Center for deliveries, decorating and guests. Events must end by 11:00 pm with the Center cleared and locked by 12:00 am.

**Center Rules:** Renter shall comply with all other posted rules and regulations governing the use and occupation of the premises, as adopted and posted by the Center.

**IN WITNESS,** whereof, the Huntingburg Event/Community Center has caused this agreement to be signed the date and year first above written the Renter does agree to pay the sum of \$\_\_\_\_\_ to rent room \_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

**RENTER:** I agree to the above terms and conditions.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Center

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_ Alcohol will be served at this event  
\_\_\_\_ Alcohol will not be served at this event

\_\_\_\_ Catering Fee has been discussed  
\_\_\_\_ Beverage Fee has been discussed

Damage Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_  
Received By \_\_\_\_\_

Check # \_\_\_\_\_

Cleaning Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_  
Received By \_\_\_\_\_

Check# \_\_\_\_\_

Rental Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_  
Received By \_\_\_\_\_

Check # \_\_\_\_\_

Rental Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_  
Received By \_\_\_\_\_

Check # \_\_\_\_\_

