

EDGEWOOD SENIOR CENTER
HALL "A"

Description:

- Sit down seating for 80.
- Parking on-site.
- Kitchen area includes full size refrigerator, microwave and sink.
- Garbage bags, paper towels and bathroom hand towels are furnished.
- Men/Women handicapped accessible restrooms.

Rental Information:

- \$150.00 plus add-on deposits (if any, see Hall Rental Agreement) must be received at time of scheduling. A list of Rules and Guidelines will be given to the renter once deposit is received. The deposit will be mailed back to the renter the week following the event provided there is no damage.
- Holds and/or Rental agreements will not be made more than one (1) calendar year of the rental date desired.
- Renter must perform general cleaning that includes removal of all trash, floors, wiping of all tabletops, counter tops, and chairs.
- Hall Rental fee and Setup fee is due within two weeks of making the reservation.
- **Insurance certificate(s) are due thirty (30) days prior to event.**
- The Senior Center may be rented during the hours of 8:00 am and 12:00 midnight for six (6) hours. Any additional time requested require an additional fee.
- No rental on the following holidays: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Eve. With the exception of New Year's Day, Christmas Day, and New Year's Eve the hall will be closed on the national day of observance of any holiday that falls on a weekend.
- For emergency assistance during rental call: (859) 356-3191 evenings and weekends. Ask for an Edgewood Officer as this is the Police Dispatch. Weekdays call 331-5910 if rental is between 8 a.m. and 6 p.m.

Rates:

- To rent the center, phone the City of Edgewood Administration Building at 859-331-5910 during the hours of 8 a.m. and 6 p.m. Monday-Friday or visit www.edgewoodky.gov for a list of rates and amenities.

Edgewood Senior Center
550 Freedom Park Dr.
Edgewood, KY 41017
Phone (859) 331-5910 www.edgewoodky.gov Fax (859) 331-5912

HALL "A" RENTAL AGREEMENT

The following is a contract between the City of Edgewood (Hereinafter referred to as "Rentee") and _____ (Hereinafter referred to as "Renter") for the rental of the Edgewood Senior Center (Hereinafter referred to as "Center.") **PLEASE NOTE: NO DEPOSITS WILL BE REFUNDED IF EVENT IS CANCELLED WITHIN 60 DAYS OF EVENT REGARDLESS OF BOOKING DATE**

Date: _____

Address: _____

Phone: _____ E-Mail: _____

Date of Event: _____

Setup: _____ Event: _____ Cleanup: _____

Total hours: _____ Type of Event: _____

Number of persons to attend: _____ Will the event be catered: Yes ___ No ___

Deposit and Rental Add-ons - Add \$25.00 to your deposit (D) or rental (R) fee for each item:

Will the following be served? Beer Wine Distilled Spirits (D)
Standard Setup? (10 rounds w/8 chairs 4 rectangles) Yes or No (R)

COST: \$ _____ (Hall Rental Fee + Set Up Fee) + \$150.00 (Security Deposit)

+ _____ Add-ons (if any) = \$ _____ TOTAL COST

Deposit Paid: \$ _____ Paid Date: _____ by: _____

Balance Due: \$ _____ Due Date: _____

Balance Paid: \$ _____ Paid Date: _____ by: _____

Renter is responsible for set up, cleanup, supplies, including all drinks, food, etc. Security Deposit is refundable if hall is restored to its original condition. The Security deposit is required at the time the contract is signed; payment of the remaining amount is due within 14 days of making the reservation. Please make check payable and remit to:
City of Edgewood 385 Dudley Rd. Edgewood, KY, 41017

FOR OFFICE USE ONLY

- Insurance Certificate Received
- Caterers Insurance Certificate Received
- Seating: _____ Rounds _____ Chairs _____ Rectangles
- Signage: _____

REFUND DEPOSIT

- YES – Date: _____
- NO – Date: _____

APPROVED BY: _____

RENTAL IS BASED ON THE FOLLOWING TERMS AND CONDITIONS:

A. INSURANCE AND LIABILITY

- 1) The City of Edgewood, Golden Age Social Club nor the Edgewood Senior Center's insurance will protect the Renter or the Renter's guests, employees, agents, servants, or caterer from claims arising out of the Renter's use of the rented premises. Renter shall provide proof of liability insurance with a minimum coverage of \$300,000 (Declaration Page/Certificate accepted). Proof of Insurance can be faxed to 859-331-5912 thirty (30) days prior to event.
- 2) Insurance and security deposit exemptions will be given to any government entities or quasi-governmental entities.

B. COMPLIANCE WITH LAWS

The renter agrees to comply with all laws of the state of Kentucky and the United States of America, and the Renter agrees not to use or occupy the premises for unlawful purposes or permit others to use the premises for unlawful purposes, and will conform to and abide by all laws and regulations of the Center regarding said premises or the use thereof.

C. DAMAGES

The Renter, in consideration of this Agreement, and other good and valuable considerations, the receipt and sufficiency of which are hereby stipulated, does hereby agree to indemnify and hold the City its council, employees, officers, Golden Age Social Club and the Edgewood Senior Center, its officers and members, free and harmless of any and all demands, causes of action or any other claims whatsoever for damage to property, or injury, or death to persons, arising out of, or connected with, the rental and use of the premises by the Renter and all persons attending the event.

D. SECURITY DEPOSIT AND REFUND POLICY

- 1) Deposit of \$150.00 (one hundred fifty dollars) plus add-on deposit (if any) must be received on the date of this contract.
- 2) NO REFUND of Deposit will be given upon cancellation with less than 60 days notice.
- 3) No refund whatsoever will be given if agreement is terminated by actions of persons attending the event or by actions of Renter, its agents, servants or employees.
- 4) The security deposit will be returned provided the Center is cleaned to the same condition that existed
- 5) immediately prior to the event. The cleaning shall include, without limitation:
 - i. Collecting all trash and depositing it in trash bags in the onsite dumpster.
 - ii. Removing all spills and other deposits of foreign material from all horizontal surfaces, such as floors, chairs, tabletops and countertops by wiping them clean thereof; and
 - iii. Emptying all refrigerators, microwaves and wiping them clean from foreign materials.
 - iv. If the Center is not cleaned to the condition thereof, the Rentee shall mail or otherwise deliver to the Renter, a written description of the deficiencies in the post-event cleaning, and keep the security deposit of the Renter as liquidated damages for the time, labor, equipment and supplies necessary for the required cleaning of the Center.
- 6) 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 Rentee 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 Rentee shall become null and void and Renters shall not be entitled to any use of said hall. The rental fee and security deposit shall be returned to the renter within seven (7) days subsequent to any of the aforementioned events.

E. ALCOHOLIC BEVERAGES

- 1) The Edgewood Senior Center does not maintain a liquor license. It is the responsibility of the Renter to obtain any licenses or permits necessary to serve alcohol at an event.
- 2) Renter must furnish his/her own beer, wine, and distilled spirits.
- 3) All applicable state, county and city alcohol beverage control regulations are enforced.
- 4) **NO MINORS ARE PERMITTED ALCOHOL UNDER ANY CIRCUMSTANCES.**
- 5) All drinks and containers must be kept inside the Center.

F. GAMBLING

The Renter is not permitted to engage in gambling or gambling type activities in the Center.

G. DECORATIONS

- 1) **ONLY TABLE DECORATIONS OR FREE STANDING DECORATIONS ARE PERMITTED. ABSOLUTELY NO NAILS, HOOKS, PINS, TAPE OR GLUE ARE PERMITTED ON ANY SURFACE.**
- 2) **LIGHTED CANDLES** of any kind are **NOT** permitted to be used in the facility as of March 1, 2015. Battery operated candles are permitted for use in the facility.
- 3) Glitter, confetti, rice, or any fine materials are **NOT** permitted on the premises including the hall or outside.
- 4) No bubbles or bubble machines are permitted.
- 5) Renter must remove and properly dispose of all decorations.

H. CATERING

- 1) Renter must furnish his or her own caterer.
- 2) **The Caterer must furnish his/her own Liability Insurance policy in the amount of \$500,000, such insurance shall name the Edgewood Senior Center as additional insured. Such insurance can be faxed to 859-331-5912 with event date listed thirty (30) days prior to event.**
- 3) Caterer must be instructed by the Renter to clean up the kitchen and food serving area(s) before leaving the premises. Failure of the caterer to clean up may result in the loss of security deposit. Renter may choose to clean up the area as an alternative.

I. SEATING AND SEATING ARRANGEMENTS

- 1) The maximum seating capacity for the hall is 80 persons. No exceptions can or will be made.
- 2) Seating arrangements will be finalized with Renter when the contract is signed.

J. MUSIC

- 1) Renter may furnish his own music, DJ or band. The music must remain inside the premises and be confined to the rental room only. Excessively loud music will not be tolerated.

K. CLOSING

- 1) All guests shall vacate the hall within ½ hour after the event.
- 2) Renter shall vacate hall within 1 hour.

L. MISCELLANEOUS

- 1) Rental rate is for FOUR (4) HOURS.
- 2) No rentals allowed between 1:00 am – 7 am.
- 3) Holds and/or Rental agreements will not be made more than one (1) calendar year from the rental date desired.
- 4) Outside doors shall remain closed during event – they may not be propped open.
- 5) No balloons, signs, etc. may be placed along the roadway leading to the Center.
- 6) No banners/streamers may be hung on the outside of the building.
- 7) **NO SMOKING** within the building.
- 8) Vehicles must be operated on the paved surfaces only.
- 9) The continuation of any Event after midnight must be pre-approved by the City Administrative Officer.
- 10) The location or use of any tents on the premises that are not provided by the City is not permitted.
- 11) An approved message on the outdoor marquee as well as an indoor directional sign will be provided at no additional charge.
- 12) The rentee reserves the right to do on-site inspections during the event. If the inspection reveals a serious problem, the rentee reserves the right to order the premises vacated immediately and the renter forfeits all deposits and rental fees. The rentee also may pursue any other legal remedies as necessary.
- 13) The rental agreement applies only to the hall rented. Any additional space utilized will be charged for accordingly.

M. UNDERSTANDING AND COMPLIANCE

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 guests from the premises at the option of the Rentee and forfeiture of Security Deposit.

Renter

City of Edgewood

Date

Date

Cleaning Checklist & Check Out

Date: _____ Hall: _____ Renter: _____

Renter|**City**

- _____|_____| Inspect rest rooms, flush toilets, clean-up any trash
- _____|_____| Front foyer - sweep or clean-up any trash, use glass cleaner on entrance doors
- _____|_____| Check coat room
- _____|_____| Wipe kitchen counters
- _____|_____| Clean kitchen sink
- _____|_____| Wipe inside-outside of refrigerator
- _____|_____| Wipe inside and outside of microwave
- _____|_____| Wipe off stove
- _____|_____| Television
- _____|_____| Television remote
- _____|_____| Empty all trash cans and dispose of trash in the dumpster out back
- _____|_____| Replace all trash bags
- _____|_____| Wipe off All tables
- _____|_____| Clean/brush chairs (\$7 per chair charge if stained)
- _____|_____| Leave chairs at tables
- _____|_____| Dry Mop Floors with broom or swifter

Any exceptions or reason to withhold deposit: _____

Setup to party over cleanup out

City of Edgewood Representative: _____

Renter: _____

ADDENDUM TO SENIOR CENTER RENTAL AGREEMENT

YOUTH ACTIVITIES

When the intended use of the Senior Center is to hold an event where the majority of the attendees will be minors, the following rules will be applicable and must be strictly enforced by the rentee. In the event that it is determined that there is noncompliance the renter reserves the right to order that the rentee and all attendees immediately vacate the Senior Center. **NOTE: SHOULD THIS OCCUR BOTH RENTAL FEE AND DEPOSIT WILL BE FORFEITED.** _____ (Please initial).

1. The following rules apply for those events where the majority of the attendees are under 16 years of age:

- **No alcoholic beverages of any type are permitted on the premises.**
- **No smoking by minors anywhere on the premises.**
- Attendees may not leave the building during the event.
- No loitering in the parking lots
- There must be an adequate number of chaperones for the number of children present. A ratio of about 10 to 1, children to adults.
- Limit the number of people that would be allowed in the restroom at any one time to two.
- Children may not leave the event until someone comes into the building so that the chaperone watching the door could see that a family member or someone clearly known to them was picking them up.

2. The following rules apply for those events where the majority of the attendees are over 16 and under 21 years of age:

- **No alcoholic beverages of any type are permitted on the premises.**
- **No smoking by minors anywhere on the premises.**
- Attendees may not leave the building until they are leaving the event.
- No loitering in the parking lots.
- An adequate number of chaperones for the number of attendees that would be present. A ratio of about 10 to 1, attendees to adults.