

Edgewood's White House Event Center
283 Dudley Drive, Presidents Park
Edgewood, KY 41017
Phone (859) 331-5910 www.edgewoodky.gov Fax (859) 331-5912

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 White House Event Center (Hereinafter referred to as "The White House.") **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: _____

Rental Hours: Noon – Midnight ONLY Type of Event: _____

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

Add-ons for Rental (R) and Deposit (D):

Display signage on the Park Sign (\$50)? Yes No (R)

Will the following be served (\$25 per type)? Beer Wine Distilled Spirits (D)

COST: \$ _____ (Hall Rental Fee + Signage Fee) + \$ _____ (50% 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 signing the contract. 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 _____
- Signage if Agreed Upon: _____

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's insurance will not 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 and employees 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 50% 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 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 Center. Battery operated candles are permitted for use in the facility.
- 3) Glitter, confetti, rice, or any fine materials are **NOT** permitted inside the Center.
- 4) No bubbles or bubble machines are permitted inside the Center.
- 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 City of Edgewood 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 food prep areas 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 Center is posted at the Center. It is recommended not to exceed 75 persons inside and out and not to exceed 50 people inside only. No exceptions can or will be made above the Fire Marshall's approved and posted occupancy amounts.
- 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 at acceptable volume levels both inside and outside the premises. Excessively loud music will not be tolerated. If there are complaints from surrounding residential properties the Renter may be instructed to cease the music immediately.

K. CLOSING

- 1) Renter shall clean and vacate the Center no later than midnight.
- 2) Renter shall return key and completed check list in the night drop box the night of the rental.

L. MISCELLANEOUS

- 1) The renter must be at least 21 years of age to rent the Center.
- 2) Rental hours: Noon – Midnight ONLY.
- 3) No rentals allowed between 12:01 am – 11:59 am.
- 4) Holds and/or Rental agreements will not be made more than one (1) calendar year from the rental date desired.
- 5) Outside doors shall remain closed during event – they may not be propped open.
- 6) No balloons, signs, etc. may be placed along the roadway leading to the Center.
- 7) No banners/streamers may be hung on the outside of the building.
- 8) **NO SMOKING, E-Cigarettes** are permitted within the building (If smoking is detected there will be a cleaning fee of \$250).
- 9) Vehicles must be operated on the paved surfaces only.
- 10) The continuation of any Event after midnight must be pre-approved by the City Administrative Officer.
- 11) The location or use of any tents on the premises must be approved by the City Administrative Officer.
- 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 Center rented. Any additional space utilized will be charged for accordingly.

M. UNDERSTANDING AND COMPLIANCE

Renter has read the above Center 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

Renter is allowed in the White House on their contract day of rental from noon – midnight ONLY.
If renter enters the White House any other time, deposit will be forfeited.

Date: _____ Renter: _____

White House Public WIFI password: whitehouse1

Cameras are located throughout the event center and should not be tampered with.

Check:

- _____ Inspect rest rooms (3), flush toilets, clean-up any trash
- _____ Check coat closet
- _____ Wipe kitchen counters
- _____ Clean kitchen sink
- _____ Wipe inside and outside of refrigerator
- _____ Wipe inside and outside of microwave
- _____ Wipe inside and outside of warming drawer and make sure it is turned off
- _____ Wipe outside of Ice Maker
- _____ Make sure the ice scoop is in the holder in the ice maker (not just stuck in the ice)
- _____ Televisions are off
- _____ Wipe off all tables
- _____ Empty all trash cans (6) and dispose of trash in the cans outside
- _____ Replace all trash bags (extra liners can be found under the kitchen sink or in the coat closet)
- _____ Wipe off and clean chairs (\$7 per chair charge if stained)
- _____ Return all furniture to original positions
- _____ Dry Mop Floors with broom or swifter (both can be found in the coat closet)
- _____ Turn off exterior heaters
- _____ Renter has removed all items they brought in (decorations, food, drinks, etc.)

Comments or concerns: _____

Renter Signature confirming the above was completed: _____