

EDGEWOOD LIBERTY HALL  
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:

- Hall Rental Fee and Deposit must be received at the time this contract is signed. 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 (to the dumpster outback), floors, wiping of all tabletops, counter tops, and chairs.
- **Insurance certificate(s) are due thirty (30) days prior to event.**
- The Liberty Hall may be rented during the hours of 8:00 am and 12:00 midnight for six (6) consecutive hours. Additional time requested requires an additional fee.
- No rental on the following holidays: New Year's Day, Easter, Memorial Day, 4<sup>th</sup> 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](http://www.edgewoodky.gov) for a list of rates and amenities.

**Edgewood Liberty Hall**  
**550 Freedom Park Dr.**  
**Edgewood, KY 41017**  
**Phone (859) 331-5910 [www.edgewoodky.gov](http://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 HALL RENTAL FEES WILL BE REFUNDED IF EVENT IS CANCELLED WITHIN 30 DAYS OF EVENT REGARDLESS OF BOOKING DATE**

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Rental Hours: \_\_\_\_\_ Total hours: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of persons attending: \_\_\_\_\_ Will the event be catered: Yes \_\_\_ No \_\_\_

Rental Add-on (R): Would you like to change the Standard Setup (\$25)? Yes \_\_\_ or No \_\_\_  
Standard Setup: 10 rounds w/8 chairs and 4 rectangles

Fees:

Rental: \$ \_\_\_\_\_ + (R) \_\_\_\_\_ = \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Rental Fee Change to Set Up Subtotal 6% Tax TOTAL DUE/PAID Payment Type

Deposit: \$ \_\_\_\_\_  
Deposit = Rental Fee Payment Type

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 and Hall Rental Fee are required at the time the contract is signed. 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'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, and the Edgewood Liberty Hall, 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 and Rental Hall Fee plus add-ons (if any) must be received on the date of this contract.
- 2) NO REFUND of Rental Hall Fee will be given upon cancellation with less than 30 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 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 out back.
  - 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.
- 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 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 can be faxed to 859-331-5912 with event date listed.**
- 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.

J. MUSIC

- 1) Renter may have his own music; however, NO DJ or band is allowed (unless you are renting Hall C). 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) Renter and all guests shall vacate the hall at the scheduled end time of the event.

L. MISCELLANEOUS

- 1) Rental rate is for six (6) hours.
- 2) No rentals allowed between 12:01 am and 7:59 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 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: \_\_\_\_\_