

**Edgewood White House Event Center**  
**283 Dudley Drive, Presidents Park**  
**Edgewood, KY 41017**  
**Phone (859) 331-5910 [www.edgewoodky.gov](http://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 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: Noon – Midnight ONLY Type of Event: \_\_\_\_\_

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

Rental (R) Add on: Will you need the outdoor patio heaters (\$50)? Yes No

Fees:

Rental: \$ \_\_\_\_\_ + (R) \_\_\_\_\_ = \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
Rental Fee                      Patio Heater                      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 Rental Fee are due at the time the contract is signed. Please make check payable and remit to: City of Edgewood 385 Dudley Rd. Edgewood, KY, 41017

<p><b>FOR OFFICE USE ONLY</b></p> <p><input type="checkbox"/> Insurance Certificate Received _____</p> <p><input type="checkbox"/> Caterers Insurance Certificate Received _____</p>	<p style="text-align: center;"><b><u>REFUND DEPOSIT</u></b></p> <p><input type="checkbox"/> YES – Date: _____</p> <p><input type="checkbox"/> NO – Date: _____</p> <p>_____</p> <p style="text-align: center;">APPROVED BY:</p> <p>_____</p>
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## 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 and Rental Fee must be received on the date of this contract.
- 2) NO REFUND of Hall Rental 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
- 5) Prior to the event ending time. The cleaning shall include, without limitation:
  - i. Collecting all trash and depositing it in the onsite cans/carts.
  - 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 center. 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 on premises.

### 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 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 50 persons inside and out and not to exceed 45 people inside only. No exceptions can or will be made above the Fire Marshall's approved and posted occupancy amounts.
- 2) No outside tables or chairs may be brought into the facility.

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. Deposits will not be released until both items are received.

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** – (this includes E-Cigarettes and vape pens) 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 location or use of any tents on the premises that are not provided by the city are not permitted.
- 11) 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.
- 12) 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 **FOREFEITED**.

Date: \_\_\_\_\_ Renter Name: \_\_\_\_\_ Key #: \_\_\_\_\_

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 (soap and paper towels not provided)
- \_\_\_\_\_ 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 turned off
- \_\_\_\_\_ Wipe off all tables
- \_\_\_\_\_ Empty all inside trash cans (6) and dispose of trash in the cans/carts provided outside  
DO NOT empty outside trash cans
- \_\_\_\_\_ Replace all inside trash cans with liners (6 liners can be found in the kitchen)
- \_\_\_\_\_ Wipe off and clean chairs (\$7 per chair charge if stained)
- \_\_\_\_\_ Return all furniture to original positions
- \_\_\_\_\_ Dry Mop Floors with broom and/or swifter (both can be found in the coat closet)
- \_\_\_\_\_ Turn off lighting (interior and exterior) and all heaters
- \_\_\_\_\_ Renter has removed all items they brought in (decorations, food, drinks, etc.)

Comments or concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Renter Signature confirming the above was completed: \_\_\_\_\_