*LeRoy Community Building*

*713 California*

RENTAL AGREEMENT

DATE(S) RESERVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_APPROXIMATE TIMES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THERE WILL BE A DEPOSIT REQUIRED FOR ALL EVENTS HELD. THIS DEPOSIT WILL BE RETURNED AFTER ATTACHED CHECKLIST HAS BEEN REVIEWED. THE BUILDING MUST BE CLEAN AND IN GOOD CONDITION BEFORE DEPOSIT IS RETURNED. IF CLEANING IS REQUIRED IT WILL BE CHARGED AT $15.00 PER HOUR.

DEPOSITS: STORM SHELTER $50 BALLROOM $100

RENTAL FEES:

STORM SHELTER - $25.00/day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BALLROOM - $50.00/day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ALCOHOL PERMIT - $25/day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL FEES MUST BE PAID AT TIME OF RESERVATION. THESE FEES ARE NON-REFUNDABLE. DEPOSIT IS REQUIRED WHEN KEYS ARE PICKED UP. RESERVATIONS ARE TAKEN ON A FIRST COME FIRST SERVE BASIS.

I HAVE READ AND UNDERSTAND ALL OF THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT. I AGREE TO PAY FOR ANY DAMAGES CAUSED TO THE COMMUNITY BUILDING DURING MY EVENT.

I UNDERSTAND THE CITY OF LEROY IS NOT RESPONSIBLE OR LIABLE FOR ACCIDENTS OR INJURIES INCURRED TO ANYONE OR ANYTHING AT THE LOCATION DURING THE TIME PERIOD OF THE RENTAL.

Date of Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Of City Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNITY BUILDING EQUIPPED WITH:

2 STOVES 2 REFRIGERATORS

TABLES/CHAIRS 2 COFFFEE MAKERS

1 BEVERAGE DISPENSERS MICROWAVE

SERVING UTENSILS

CLEAN UP OF FACILITY:

CHAIRS AND TABLES MUST BE CLEANED AND RETURNED TO ORIGINAL LOCATION.

TRASH MUST BE REMOVED FROM THE BUILDING. DUMPSTER IS LOCATED BEHIND THE CITY BARN.

ALL TABLES CHAIRS COUNTERTOPS AND APPLIANCES ARE TO BE CLEANED AFTER USE.

*FLOORS ARE TO BE SWEPT AND MOPPED.*

CHECK THE CONDITION OF THE BATHROOMS AND CLEAN IF NEEDED.

CLEANING SUPPLIES ARE LOCATED IN THE MAIN STORAGE ROOM IN THE ENTRY.

REMOVE ALL DECORATIONS FOLLOWING USE.

CONDITIONS OF USE:

NO SMOKING OR CHEWING TOBACCO INSIDE BUILDING.

ALCOHOL REQUIRES A PERMIT. (OBTAIN FROM CITY)

TURN OFF ALL LIGHTS AND ENSURE ALL DOORS ARE LOCKED.

DO NOT LEAVE ITEMS IN REFRIGERATOR.

VEHICLES ARE NOT ALLOWED ON SIDEWALK FOR UNLOADING.

RENTAL FEES:

 CONFERENCE ROOM $25 PER DAY

 BALLROOM $50 PER DAY

DEPOSITS:

 CONFERENCE ROOM $50 REFUNDABLE

 BALLROOM $100 REFUNDABLE

ALCOHOL PERMIT: $25