

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.
- PA system available for use.

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 to the renter the week following the event provided there is no damage.
- Renter must perform general cleaning that includes removal of all trash, floors, wiping of all tabletops, counter tops, and chairs.
- Rental cost and insurance certificate is due thirty (30) days prior to event.
- The Senior Center may be rented during the hours of 8:00 am and 12:00 midnight.
- 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: 727-2424 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.

REFUND DEPOSIT

_____ YES

_____ NO

APPROVED BY:

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

HALL "A" RENTAL AGREEMENT

Date: _____

The following is a contract between the City of Edgewood as agent for the Golden Age Club Inc. (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 45 DAYS OF EVENT REGARDLESS OF BOOKING DATE**

Address: _____ Phone no: _____

Date of Event: _____

Setup: _____ Event: _____ Cleanup: _____

Total hours: _____ Type of Event: _____

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

Add-ons (for each additional item marked "Yes" add \$25.00 to your security deposit)

Will wine be served: Yes ____ No ____ if yes, add \$25.00 to deposit

Will beer be served: Yes ____ No ____ if yes, add \$25.00 to deposit

Will distilled spirits be served: Yes ____ No ____ if yes, add \$25.00 to deposit

Will PA be required: Yes ____ No ____ if yes, add \$25.00 to deposit

COST: \$ _____ (hall rental fee) + \$150.00 security deposit + _____

Add-ons (if any) = \$ _____ Total cost

Total deposit paid \$ _____ date: _____

Balance due: \$ _____ date: _____

Balance paid: \$ _____ date: _____ by: _____

Renter responsible for set up and clean up of hall and supplies all drinks, food, etc.

Security Deposit is refundable if hall is restored to its original condition.

Security deposit of \$150.00 plus add-on deposit (if any) is required at the time the contract is signed; payment of the remaining amount is due 30 days prior to the event.

Please make check payable and remit to: City of Edgewood

385 Dudley Rd.

Edgewood, KY 41017

RENTAL IS BASED ON THE FOLLOWING TERMS AND CONDITIONS:

A. INSURANCE AND LIABILITY

- 1) Renter hereby agrees to indemnify the City of Edgewood and the Golden Age Social Club of Edgewood, KY Inc. for any damage done by the Renter or guests or employees of the Renter or its caterer to the premises rented herein, renter also agrees to save, hold harmless, indemnify and defend the Rentee, its representatives and assigns, from any and all claims arising from the dispensing of alcoholic beverages, from any and all claims for personal injuries or property damage which may be brought against the Rentee, its representatives or assigns, for injuries arising out of the activities of Renter, Renter's guests, agents, servants or employees.
- 2) Food caterers shall not be permitted to service the event unless liability insurance with a combined single limit of at least \$500,000.00 is carried by the caterer. Such insurance shall name the Rentee as additional insured for the date(s) of the event for which the premises are rented. Such insurance shall also state that coverage provided to the Rentee is over and above any liability insurance showing that the caterer is in compliance with this requirement shall be provided to the City of Edgewood at least 10 days prior to the event or the caterer will not be permitted to service the event.
- 3) The insurance of the Rentee WILL NOT protect either 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 is strongly advised to consult with Renter's legal counsel and insurance agent to determine both liability exposure and insurance protection available to Renter when hosting the event for which the premises are being rented: this is true if alcoholic beverages **are served or are not served**. Alcoholic beverages may not be sold but may be consumed. To dispense alcohol, appropriate host alcohol liability insurance must be provided to the city naming the city as an additional insured.

B. 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 45 days notice.
- 3) No refund whatsoever will be given if agreement is terminated by actions of persons attending the event or 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.
 - 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.

C. DISTILLED SPIRITS AND WINE

- 1) Distilled spirits and wine are permitted for private parties and events of non-profit organizations.
- 2) Renter must furnish his own distilled spirits and wine.
- 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.
- 6) Renter is responsible for securing all permits, if necessary.

D. DECORATIONS

- 1) Glitter, confetti, rice, or any fine materials are NOT permitted on the premises including the hall or outside.
- 2) Renter must remove and properly dispose of all decorations.
- 3) **ONLY TABLE DECORATIONS ARE PERMITTED, ABSOLUTELY NO NAILS, HOOKS, PINS, TAPE OR GLUE ARE PERMITTED ON ANY SURFACE.**
- 4) Lighted candles must be in glass containers, such as votive lights or hurricane lamps.
- 5) No bubbles or bubble machines are permitted.

E. CATERING

- 1) Renter must furnish own caterer.
- 2) 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.

F. 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 the week prior to the event.

G. MUSIC

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

H. CLOSING

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

I. MISCELLANEOUS

- 1) Rental rate is for FOUR (4) HOURS.
- 2) No rentals allowed between 1:00 am – 7 am.
- 3) Outside doors shall remain closed during event – they may not be propped open.
- 4) No balloons, signs, etc. may be placed along the roadway leading to the Center.
- 5) No banners/streamers may be hung on the outside of the building.
- 6) NO SMOKING within the building.
- 7) Vehicles must be operated on the paved surfaces only.
- 8) The continuation of any Event after midnight must be pre-approved by the City Administrative Officer.
- 9) The location or use of any tents on the premises that are not provided by the City is not permitted.
- 10) An approved message on the outdoor marquee as well as an indoor directional sign will be provided at no additional charge.
- 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 hall rented. Any additional space utilized will be charged for accordingly.

J. 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 as Agent for the Golden
Age Social Club of Edgewood, KY Inc.

Date

Date

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.