



City Of Walton Senior Center Building
44 N Main St. Walton, KY 41094
 Phone (859) 485-4383 www.cityofwalton.org Fax (859) 485-9710

RENTAL AGREEMENT

The following is a contract between the City of Walton (Hereinafter referred to as "Rentee") and _____ (Hereinafter referred to as "Renter") for the rental of The Walton Senior Center.

PLEASE NOTE: NO DEPOSITS WILL BE REFUNDED IF EVENT IS CANCELLED WITHIN 30 DAYS OF EVENT REGARDLESS OF BOOKING DATE.

Date: _____

Address: _____ **Phone:** _____
 _____ **E-Mail:** _____

Date of Event: _____

Rental Hours: 8am – Midnight ONLY **Event Time:** _____

Event Type: _____

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

Renter is responsible for set up, clean-up, 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 rental date. Please make check payable and remit to:

City of Walton
 P.O. BOX 95
 Walton, KY. 41094

(Hall Rental Fee) \$ _____ **TOTAL COST**

Deposit Paid: \$ _____ Paid Date: _____ by: _____

Balance Due: \$ _____ Due Date: _____

Balance Paid: \$ _____ Paid Date: _____ by: _____

REFUND DEPOSIT YES – Date: _____
 NO – Date: _____

APPROVED BY: _____

Rental Rates

Rental rates for Senior Center are based on an 8-hour rental and whether you're a City of Walton resident or not. (Additional \$25 per hour or part thereof for rental period longer than 8 hours)

Security Deposit: \$100.00
Resident rental fee: \$265.00
Non-Resident rental fee: \$300.00

A. 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.

B. 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.

C. SECURITY DEPOSIT AND REFUND POLICY

- 1) Deposit of \$100.00 must be received on the date of this contract.
- 2) NO REFUND of Deposit 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 it was when they arrived.
- 5) Immediately following 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 refrigerators, microwaves and wiping them clean from foreign materials.
 - iv. If the Center is not cleaned to the condition thereof, the Rentee will be notified by the city and the city will 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 (14) days subsequent to any of the aforementioned events.

D. ALCOHOLIC BEVERAGES

- 1) The Center does not maintain a liquor license. NO ALCOHOL UNDER ANY CIRCUMSTANCES ARE PERMITTED

E. 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 INCLUDING WALLS.**
- 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. SEATING AND SEATING ARRANGEMENTS

- 1) The maximum seating capacity for the center is 100 people. No exceptions can or will be made.

I. CLOSING

- 1) Renter shall clean and vacate the Center no later than midnight (this applies even if your rental period ends at midnight).
- 2) Renter shall return key and completed check list in the silver night drop box in parking lot the night of the rental.

J. MISCELLANEOUS

- 1) The renter must be at least 25 years of age to rent the Center.
- 2) Rental hours: 8:00AM – Midnight ONLY.
- 3) No rentals allowed between 12:01 am –7:59am.
- 4) Holds and/or Rental agreements will not be made more than one (1) calendar year from the rental date desired.
- 5) No banners/streamers may be hung on the outside of the building.
- 6) NO SMOKING, E-Cigarettes are permitted within the building (If smoking is detected there will be a cleaning fee of \$250).
- 7) **NO PETS ALLOWED.** Unless serving the role of a service animal (and previously discussed with the City Administrative Office), if you bring a pet(s), this rental agreement will be forfeited, terminated and deposits will be retained and a deep cleaning fee will apply.
- 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 Office.
- 10) The location or use of any tents on the premises must be approved by the City Administrative Office.
- 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.

K. 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 Walton

Date

Date

Cleaning Checklist & Check Out

Renter is allowed in Center on their contract day and time of rental ONLY. If renter enters the center any other time, deposit will be forfeited. Please keep in mind Senior Center is under 24-hour surveillance.

Date: _____ Renter: _____

Renter | City

- | Inspect rest rooms, flush toilets, clean-up any trash
- | Check coat rack
- | Wipe kitchen counters
- | Clean kitchen sink
- | Wipe off stove
- | Wipe inside and outside of refrigerator
- | Wipe inside and outside of microwave
- | Televisions are off remote but back on stand
- | Wipe off all tables
- | Empty all trash cans and dispose of trash in the cans outside
- | Replace all trash bags (extra liners can be found in cleaning cabinet above kitchen sink)
- | Wipe off and clean chairs (\$7 per chair charge if stained)
- | Return all furniture to original positions
- | Dry Mop Floors with broom or mop (both can be found in the corner of kitchen by sinks)
- | Renter has removed all items they brought in (decorations, food, drinks, etc.)

Comments or concerns: _____

Renter Signature confirming the above was completed: _____

Please remember:

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- 3) Glitter, confetti, rice, or any fine materials **are NOT permitted** inside or outside the Center.
- 4) Bubbles and/or bubble machines **are Not permitted** inside the Center.
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