

Community Center Rental Agreement



Facility Requested:

- Upstairs
- Downstairs
- Entire Building
- Club Room Only

Applicant Information:

Name _____
Address _____
City/ State/Zip _____
Telephone _____
Email _____

Other Groups involved with Event:

Name _____
Telephone _____
Description Involvement _____

Name _____
Telephone _____
Description of Involvement _____

Name _____
Telephone _____
Description of Involvement _____
(Attach additional sheets if necessary)

SPECIFICS OF EVENT:

- General Admittance (Paid Entry)
- General Admittance (Free Entry)
- Invitation Only Event

Date(s) of the Event: _____

Number anticipated to Attend: _____

Hours of Event **Including** Set Up and

Clean Up Times: _____

Please explain the nature of event: *(Attach additional sheets if necessary)*

I hereby acknowledge that I have read this application and Terms of Agreement and the information is correct; I agree to comply with any and all codes, ordinances, laws, regulations or restrictions which may apply. I understand that failure to comply may result in legal action, which may include but not necessarily be limited to closure of the event. I acknowledge the accuracy of any plot plan provided and further acknowledge that the burden for the accurate placement of any structure is my sole responsibility.

Applicant Signature _____ Date _____

Town Approval _____ Date _____

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TERMS OF AGREEMENT

The Town and Licensee hereby agree, to wit:

1) PAYMENT: All base payments and refundable damage deposit payments are due prior to above stated event being scheduled. User fee is **non-refundable** and are due at least two weeks prior to event

2) INSURANCE: Licensee understands and agrees Licensee shall assume all responsibility for the acts and actions of Licensee's guests or attendees as a result of this Agreement for use of the Palisade Veteran's Memorial Community Center. It is understood that the Town requires proof of Public Liability Insurance in the amount of at least \$150,000 per occurrence/\$600,000 per aggregate occurrence, and that the Town must be named as an additional or co-insured and that the Town may at its discretion increase the liability amounts per event. ***At the Town's Request dependent upon event size.***

3) AGREEMENT TERMINATION: The Town reserves the right to terminate this agreement at any time, with or without cause, upon giving the licensee written notice thereof.

4) DAMAGE AND CLEANING DEPOSIT: The grounds, inclusive of all structures, must be left as they were received or a portion of the damage deposit may be kept. If the damage exceeds the deposit, the licensee will be held liable.

5) TRAFFIC: Licensee is responsible for traffic control and flow. This includes all traffic control devices (i.e. flaggers, signs, cones). Licensee is responsible for providing adequate shuttle service as to not impede the flow of traffic. Please make an appointment with the Chief of Police prior to development of your traffic plan. Licensee understands that the Town must approve any traffic plan at least thirty days prior to the event. ***Dependent on event size.***

6) SECURITY: Licensee agrees to furnish and pay for adequate police or security officers as directed by the Town to police or patrol above stated event.

7) EMERGENCY PERSONNEL: Licensee must provide the Fire Chief with an estimated number of attendees for the Mesa County Emergency Services Coordinator to ensure the proper number of EMS Staff. Licensee agrees to furnish and pay for adequate emergency services personnel as directed by the Fire Chief.

8) INSTALLATIONS: Licensee is hereby granted permission to install at Licensee's expense such items as displays, exhibits, decorations, etc. but will not be permitted to move or change any permanent fixtures attached to and a part of the building/facility, or to nail or tack any materials to the walls or ceilings of said building/facilities. Licensee further agrees to refrain from marring or defacing said buildings/facilities in any form whatsoever, and to return the premises in same condition as when received, ordinary wear and tear expected. All decorations etc, must be non-flammable and be

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approved by the Palisade Fire Department. Premises must be returned to previous condition and approved by the Town.

9) CLEANING: Is defined as the removal from the premises and surrounding areas of all Licensees exhibits, displays, decorations, debris, trash and all debris and trash generated by any spectators or guests of the Licensee's events. The Town will supply trash cans; however, Licensee is responsible for liners and removal of all trash.

The Following items need to be addressed before leaving the building: Clean/Mop/Vacuum Tile/Wood/Carpet floors; Remove ALL trash (includes Bathroom) and deposit in outside dumpster; Replace all trash container liners; Wash all chairs and tables and, if needed, stack as found. If any of the before items are not addressed cleaning charges may be withheld from the Damage Deposit.

All cleaning supplies are located and labeled in the cleaning room

10) FLOORS: Do not drag items across the floor. Please use the rubber tire dollies to move chairs. Tables must be carried or use table cart to move or restack.

13) LIABILITY: The Licensee hereby agrees to indemnify, save, defend, and hold harmless the Town and their officers, agents, servants, and employees from any and all claims, causes of action, and suits accruing or resulting from any damage, injury of loss to any person or persons or personal property, including all persons to whom the licensee may be liable under any workmen's compensation laws, and the licensee himself, and from any laws, damage, causes of action, claims or suits or damage, including but not limited to loss of property, goods, wares, merchandise, or livestock caused by or arising out of, or in any way connected with the exercise of the Licensee's privileges herein.

14) VENDORS: Licensee understands that all vendors at any event must be properly licensed in accordance with state and local laws and ordinances.

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Required Fees

- Usage Fee
- Deposit

***IF THE CENTER IS LEFT AS CLEAN AND
UNDAMAGED AS IT WAS WHEN IT WAS
ENTERED UPON, ORDINARY WEAR EXCEPTED,
THE DAMAGE DEPOSIT WILL BE RETURNED;
OTHERWISE IT WILL BE USED TO REPAIR THE
DAMAGES OR TO PAY FOR THE CLEANING OF
THE CENTER.***

**SEE CHECKLIST PROVIDED AS AN ADDENDUM
TO THIS AGREEMENT**

**PLEASE INITIAL INDICATING YOU RECEIVED
CHECKLIST _____**

Fee for Use: _____

Deposit: _____

Total Due: _____

NOTICE

The following items need to be addressed before leaving the building:

Check List

1. _____ Clean/Mop/Vacuum Tile/Wood/Carpet floors.
2. _____ All trash, (which includes Bathroom trash) deposited in outside dumpster.
3. _____ Trash container liners replaced.
4. _____ Chairs and tables washed, (if needed) and stacked as found.

Any of the above 4 items not addressed shall be subject to additional cleaning fees!

Note: Appropriate Cleaning supplies are labeled and stored in the cleaning room.

Don't forget to close and lock the doors/windows!