TOWN OF BOWLING GREEN

RENTAL AGREEMENT

TOWN HALL BUILDING
117 BUTLER STREET

THIS AGREEMENT, made this ____ day of _____, 200_ by and between the Town of Bowling Green, a municipal corporation, party of the first part, hereinafter referred to as the Town; and _____ party of the second part, hereinafter referred to as Lessee.

The Town hereby grants to Lessee the (Lobby Only) (Lobby and Main Hall) of that certain building, excluding offices and storerooms, located at 117 Butler Street, known as Town Hall, from _____a.m./p.m._____, 200_,until _____a.m./p.m.on _____, 200_for the purpose of _____ in accordance with the Town Hall Rental Policies and the following terms and conditions: **NOTE: DECORATING THE NIGHT BEFORE YOUR EVENT REQUIRES AN ADDITIONAL FEE.**

1. Lessee agrees to pay in advance the sum of $_____ as rental for the use of Town Hall during the term of this agreement, and that a Town Hall key must be picked up by 4:00 p.m. the day before your event (Key pickup is not available on weekends and state holidays, so make arrangements to pick up your key before your event). The key must be returned to receive a refund of your deposit. **Payment by check must be made two weeks before your event.** Any false statement made by Lessee will also result in forfeiture of the deposit. The Town Hall Office is open 9:00 a.m.-5:00 p.m Monday-Friday and closed all state holidays. **If a problem should arise with the date scheduled for the event, Lessee is allowed one transfer without forfeiture of deposit. Lesee must transfer their deposit within 30 daysto avoid forfeiture of deposit. If the Lessee terminates the event for any reason or wishes to transfer more than one time, the deposit will be forfeited. Any new dates after the first transfer will require the payment of a new deposit.**2.
Lessee agrees to pay for all damage inflicted on Town Hall, its furnishings, or appurtenances, arising from the use of Town Hall by Lessee. Lessee further agrees to place on deposit with the Town the sum of $_____. In the event that damage is inflicted on Town Hall, its furnishings, or appurtenances, arising from the use of Town Hall by Lessee, then said deposit, or any portions thereof, shall be used by the Town to pay the actual cost of repairing such damage. A charge of $20.00 per hour will be assessed against the deposit for cleaning or repairs if the Town Hall is not left in a clean condition as determined by Town Personnel. The deposit or the balance thereof after deductions for damages or cleaning shall be refunded to the Lessee after any damage has been repaired. Nothing in this agreement shall limit the liability of Lessee for damages or cleaning in excess of the amount of deposit.

3. Lessee hereby agrees that the Town shall not be liable to Lessee or any other person for any loss, damage, or injury suffered as a result of the use of Town Hall by Lessee, and Lessee assumes all risk to persons or property arising from the use of Town Hall by Lessee and holds the Town and its officials harmless therefor.

4. It is mutually agreed and understood by the Town and Lessee that Lessee has read the Town Hall Rental Agreement and Town Hall Rental Policies and shall abide by all these Town Hall Rules and Policies as posted and written on the back of this agreement.

5. This agreement may be terminated by the Town at any time for violation of Town Hall Policies, Rules and Regulations, but Lessee shall remain liable for any loss, damage, or injury in accordance with this agreement. Lessee's signature below indicates that Lessee received a copy of the Town Hall Policies, Rental Agreement, Town Hall Closing Check List and the Town Hall Set-Up Form and agrees to abide by them.

6. It shall be the responsibility of the lessee to supply a written drawing of the event setup one week prior to the event. If written setup is not received lessee will be responsible for the setup of tables and chairs for their event.

7. Alcohol will be served or brought in _____ YES _____ NO ABC Permit - Phone # (See Section 5 on back)
If yes Lessee agrees to contact Town Police at (804) 632-1600 to arrange and pay for security.

Name _____
(Print Name of Lessee)

By _____
(Signature of Lessee)

Mailing Address_____

_____

Work Phone _____

Home Phone _____

REFUND CHECK: # _____

☐ Mailed to above address on
_____

☐ Will pick up at office
_____

REVISED 1/2004, 9/2006, 4/2007, 4/2008

TOWN OF
BOWLING GREEN

By_____
(Town Representative)

TOTAL DUE INCLUDING DEPOSIT _____
- DEPOSIT PD (DATE _____) _____
BALANCE DUE $ _____

AFTER RENTAL REPORT:

☐ No Problems Found

☐ Extra Cleanup Needed
____ hrs x $20 Hr = _____

☐ Damage _____
_____
_____

☐ Recommendation for future rentals YES NO