

Rental Agreement Form

Lessee Information

Event Date(s):	Purpose:
Responsible Party:	Organization:
Email:	Address:
Contact Phone:	

Event Information

Room Requested: <input type="checkbox"/> Breakout Rooms <input type="checkbox"/> Full Facility (includes banquet room, kitchen, serving room and breakout rooms)	
Start Time (including set-up):	Close Time (including clean-up):
Marquee Sign Display Message:	
Estimated Attendance:	Will Admission be Charged? Y N
Will Food be Served? Y N	Will Alcohol be Served? Y N

Rental Policies and Procedures

Reservation and Payment:

- Reservations will be made on a first come first serve basis. Reservations will only be confirmed when the written application and \$25 deposit has been returned.
- The rental fee must be paid in full two weeks prior to the event. If the payment is not received within the time limit, the reservation will be subject to cancellation.
- Payments can be made using cash, credit, check or online. Checks must be written to the City of El Dorado.
- Cancellations must be given 2 weeks from scheduled event. NO refunds will be submitted if the cancellation is less than two weeks regardless of amount paid. If the cancellation is due to a medical emergency or death, written notice is required and will be at management discretion. Cancellations will result in forfeiture of the \$25 rental deposit.
- Rental fees will be assessed based on the following:

Area of Rental Per Day	For Profit	Non-Profit*
Breakout Rooms Only	\$125	\$100
<i>Copy of Debit/Credit card required to hold for any incidentals.</i>		
Additional Staff Set-Up Fee (if needed)	\$50 per hour	\$50 per hour
Full Facility	\$300 w/o food	\$200 w/o food
	\$400 w/ food	\$300 w/ food
Clean-up and Damage Deposit (\$150 refundable)	\$300	\$300
Additional Staff Set-Up Fee (if needed)	\$50 per hour	\$50 per hour

*Non-profit organization must provide proof of their status and will only be eligible for the non-profit fee when hosting a non-moneymaking event.

Decorations: _____ (Initial)

- NO nails, tape, tacks or staples are allowed on the Civic Center walls. Blue Painters tape is an acceptable adherent.
- NO Glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
- NO Kegs, coolers, or drink machines are allowed in the building unless they remain on the bare concrete floor in the receiving room on the east side of the building.
- All decorations, equipment, foods, supplies, etc. are to be unloaded at the east overhead door. (No exceptions.)
- No tables, chairs or other abrasive items are allowed on the dance floor.
- Renter is responsible for bringing all decorating materials including ladder, scissors, tape, etc.

- All candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- All items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- No fork lifts or pallet jacks of any kind are allowed in the Civic Center building.
- **Failure to comply with any of the aforementioned decoration rules will result in a forfeiture of the entire Clean-up and Damage Deposit.**

Set-up and Clean-up: _____ (Initial)

- The City will be responsible for set-up and tear down of all tables and chairs. Set-up will be completed in accordance with the Lessee's requests. If the lessee requests additional set-up changes beyond those reflected on the initial set-up form, they will be charged at \$50 per-hour.
- **The lessee is responsible to clean floors, tables and kitchen. Including sweeping, disposing of all trash, and wiping down surfaces. The lessee is responsible to leave the facility in the same condition it was found.**
- Renter is responsible for removal of all trash to the dumpsters on the east side of the building.
- Renter is responsible for cleanup of excessive spills or accidents. Failure to do so will result in additional charges.

Damages: _____ (Initial)

- Lessee agrees to return the premises of the El Dorado Civic Center in the same condition as rented from the Center. The City will inspect the premises to its satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the Civic Center building and/or grounds will result in additional charges. ***Any damage in excess of the pre-paid fee will be charged to the lessee.*** The lessee shall pay the balance of the costs within ten days of the receipt of a statement for repairs or replacement. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup. **In the event of no detected damage or excessive cleanup, the designated portion of the deposit will be mailed to the renter within 30 business days following the completion of the lessee's use of the facility.**

Alcohol Policy: _____ (Initial)

- The El Dorado City Commission promotes the use of the Civic Center for any and all events.
- The City Manager or his designee must approve all events at which alcoholic or malt beverages will be served. The City Manager or his designee has the authority to make special regulations for any such event, which may be more restrictive than those included in the original contract.
- Any caterer charging a fee for alcoholic or malt beverages must be licensed with the State of Kansas and approved by the City Manager or his designee.
- The lessee will be responsible for providing adequate supervision for the dispensing and serving of alcoholic beverages to guests attending the event.
- All guests attending an event serving alcoholic beverages must be 21 years of age except:
 - If an individual is employed for the event to perform a service i.e. entertainment, catering, etc.
 - If an individual is accompanied by a parent, legal guardian or other relative over the age of 21.
- The City Manager has the authority to deviate from the administrative policy.
- Any violation of the policy will result in the immediate termination of the event.

Key Request and Event Walk Through: _____ (Initial)

- An entrance key is available for Civic Center renters. A copy of a valid credit card will be required when the key is picked up.
- A Walk Through is required for any weekend, evening or multi day event. The Walk Through will be completed between 3:00-4:30PM on the business day prior to the event (or the day of the event for weekday evening events).
- When the event is over, clean-up has taken place, and all doors are securely locked, drop the key into the drop box in the corridor.
- The lessee or person 21 years of age or older designated by the lessee is required to pick-up the key during the event walk through.

- All doors (interior and exterior) must be locked and the key must be returned to the drop box in the Civic Center entrance upon the completion of the rental period. Failure to return the facility key will result in a \$500 replacement fee charged to the credit card on file.

Non-Refundable Deposit Information: _____ (Initial)

- A \$25 deposit is required to reserve the facility, and must be paid by cash or check. The deposit will be deducted from the total rental fee. In the event of cancellation, the fee will not be refunded to the lessee unless deemed appropriate by Civic Center management.
- If any Civic Center property is missing upon completion of event, an automatic \$100 will be deducted from the possible \$150 Clean-Up and Damage Deposit. This includes the VGA and sound cords that are provided for use for the projection and sound equipment.

General Building Policies: _____ (Initial)

- Use of illegal drugs, smoking, and/or gambling is not permitted in the El Dorado Civic Center.
- Only those rooms specified on the agreement will be available for use by the lessee.
- All minors on the premises must have adequate adult supervision.
- The City of El Dorado cannot be responsible for accident, injury or loss/damage of personal property.
- Rules and regulations are subject to change at the City's discretion.
- The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
- The lessee signing this agreement agrees to be the responsible party.
- All activities shall end at 1:00am on the date following the final day of the lease agreement unless special permission has been granted and approved by the Civic Center management. **All guests, decorations, and items not provided by the Civic Center must be out of the building by the designated time or the lessee will be subject to an additional charge.**

Hold Harmless Agreement: _____ (Initial)

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Civic Center space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

I have read the procedures for use of the El Dorado Civic Center and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.

Signature of Responsible Party

Date

Name of Responsible Party

Lessee Reminders

Civic Center Outer Doors

- East Door is unlocked from the inside
- West Door is locked and unlocked from the outside
- When unlocked check handicap buttons to ensure they are functioning properly

General Policies

- No Parking in Fire Lanes
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Decorations

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- Renter is responsible for bringing all decorating materials including ladder, scissors, tape, etc.
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Post Event Checklist

- All trash has been moved to the dumpster on the east side of the building**
- Ensure all floors, tables and kitchen areas are clean including sweeping, disposing of all trash, and wiping down surfaces**
- Excessive spills and accidents have been cleaned**
- All sound equipment has been returned to the media room and are turned off**
- All VGA and Sound cords have been returned to media room**
- All lights and projectors are turned off**
- All doors are locked**
- Catering equipment has been removed and kitchen appliances turned off**
- Keys are deposited in the drop box**

For non-emergency issues contact: **DO NOT CONTACT 911 FOR CIVIC CENTER ISSUES!**

- 316-321-9100 (during regular business hours)
- 316-323-7784 (after hours)