



## Rental Agreement Form

### Lessee Information

|                    |                      |
|--------------------|----------------------|
| Event Date(s):     | Purpose:             |
| Responsible Party: | Organization:        |
| Email:             | Address:             |
| Contact Phone:     | Key # (checked out): |

### Event Information

|   |  |
|---|--|
| Room Requested (East or West):  | Event Length:  |
| Event Description:  |  |
| Is this a public event?    Yes <input type="checkbox"/> No <input type="checkbox"/> | Can you be contacted for more information?    Yes <input type="checkbox"/> |

### 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 rental fee have been returned. A major credit card and a valid driver's license is required at time of reservation for the facility and key deposit.
- Payments can be made using cash, credit or check. 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.
- **The KEY must be picked up by 5:00 p.m. on the day of your reservation. Weekend reservations must pick up the key by 5:00 p.m. the Friday before.**
- Rental fees will be assessed based on the following:

| <i>Area of Rental Per Day</i> | <i>Capacity<br/>with tables/without</i> | <i>Resident</i> | <i>Non-Resident</i> |
|-------------------------------|---|-----------------|---------------------|
| East Room                     | 20/45                                   | \$25            | \$50                |
| West Room                     | 60/90                                   | \$35            | \$70                |
| Full Facility                 |   | \$50            | \$100               |

#### The rental of the El Dorado Train Depot Facility is subject to the following provisions:

1. The use of the facility must be confined to that stated in the event description above.
2. The Lessee signing the agreement for the use of the facility will be responsible for all persons entering the facility which they are using regardless of whether or not all those entering are members of the group which has been permitted to use the facility. Only the specific section of the facility mentioned in the agreement is to be used by the group. This includes the community room, kitchen, restrooms, and lawn area.
3. Use of alcoholic beverages, tobacco, illegal drugs or disorderly conduct is prohibited except by special arrangement by City management.
4. All groups must observe all post regulations in the rental facility.
5. The rental fee must be paid in advance of facility use to the City of El Dorado. Failure to pay the rental fee will be reason enough to deny the use of the facility by the group or organization.
6. Any and all events with minors in attendance must provide adequate supervision for all underage attendees. The City reserves the right to refuse use of the facility by any groups not in compliance with this regulation if they feel it is in the City's best interest to do so.
7. The lessee is responsible to leave the facility in the same condition it was found. This includes removal of all trash to outside dumpster, wiping down tables and chairs, returning tables and chairs to the storage area, and sweeping the floors.



## Lessee Reminders

### General Policies

- No Parking in Fire Lanes
- Use of alcohol, illegal drugs, smoking, and/or gambling is not permitted at The Depot.
- Only those rooms specified on the agreement will be available for use
- All minors on the premises must have adequate adult supervision

### Decorations

- **NO** nails, tape, tacks or staples are allowed on the Depot walls. Blue Painters tape is an acceptable adherent.
- **NO** Glitter, confetti, hay and straw are allowed to be used for decorating within the facility. Candles are also prohibited unless granted a permit by the El Dorado Fire Department.
- **NO** items which may cause damage to the facility floor or grass are permitted. Porta-potties are allowed but must remain on the paved parking lot surface.
- Bouncy Houses are strictly prohibited unless special permission is requested and granted by the City.
- **Failure to comply with any of the aforementioned decoration rules will result in a loss of all facility usage privileges.**

### Post Event Checklist

- All trash has been removed to the outside dumpster
- Ensure all floors, tables and chairs areas are clean and returned to the storage area including sweeping, disposing of all trash, and wiping down surfaces
- Excessive spills and accidents have been cleaned
- All lights are turned off
- All doors are locked
- Keys are deposited in the drop box at City Hall.

### For non-emergency issues contact:

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