

PAUL E. WHISENAND HOSPITALITY ROOM

RENTAL AGREEMENT

Renter is responsible for leaving the building, parking lot and yard in the same or better condition than before the event.

1. All garbage is to be bagged and taken out to the outside trash can. Sweep and mop the entry and the kitchen floor. Vacuum all rugs. Clean kitchen and restrooms
2. No tape or holes in the walls for decorating.
3. There is a 11:00pm closing time.
4. A **NO ALCOHOL** policy is in effect for the building and the park.
5. A damage/cleaning deposit will be left with the City Clerk before the event takes place. This deposit will be refunded if the building and grounds are undamaged and cleaned.
6. Cleaning supplies and equipment are available under the sink area and mop and vacuum in furnace closet. Silverware, towels, etc will be supplied by the renter. If you use the last of any supply, please leave a note or notify the City Clerk so that they can be obtained for the next rental.
7. No one is to be in Council Chambers (South Room)
8. Please do not prop doors open during rentals
9. With the loss of the key(s), it will likely be necessary to rekey the property to ensure security. The fee to rekey the property is no less than \$500 and may include additional costs to ensure proper lock operation and to replace all the existing keys for the affected property.

DEPOSIT AND RENTAL RATES:

RESIDENTS: \$150.00 deposit, plus \$100.00 rental fee

NON-RESIDENTS: \$150.00 deposit, plus \$175.00 rental fee

Please make a separate check for the deposit, since it will be returned to you if the building is left in good condition. Checks should be made out to "**City of Kelley**." Please return this form with your deposit. Reservation will not be secured / confirmed until payment and form are turned in to the City Clerk.

_____, the renter shall through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the Entity of the City of Kelley and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the Entity as a result of loss, damage or injury to person or property by reason of any action or omission by _____, its agents or employees, for the following rentals.

By signing below, I agree to forfeit deposit in full if the buildings and grounds are not as clean as, or cleaner than before the rental.

RENTER: _____ PHONE: _____

ADDRESS: _____ DATE TO BE RENTED: _____

E MAIL ADDRESS: _____ Signature: _____

SELECT ONE: Deposit to be: shredded / Applied to Utility Bill

For office use:

Date Form submitted: _____

Rental Fee Paid: _____