

City of Athol Community Building/Rental Agreement

Name of person/organization responsible for rental:

Date(s) of Rental _____

Address _____

City _____ State _____ Zip _____

Home Phone# _____ Cell Phone# _____

Type of Function _____ Number to attend _____



***(If renting table and chairs only, in out of building use; then skip to 2nd page)**

The City of Athol agrees to rent the Athol Community Center, located at 30355 Third St. Athol, ID to the proceeding group/individual for _____ per hour beginning time of _____ and ending time of _____ on the date of _____. The group/individual agrees to pay in advance either upon signing this contract or when picking up the keys, if allowed. **Unless long term payment arrangements have been made previously (some organizations pay in advance). **Building and restrooms must be left neat and undamaged in all respects.** **Check here if reserving the Athol City Park or Ballfield** NO CHARGE, unless using power; which is \$15.00 for 10amp usage, or \$25.00 for 20-amp usage.

The Community Building shall be occupied solely by the group(s) who are parties to this contract. The group/individual agrees to leave the premises neat (all trash cans must be emptied and taken to the trash cans outside the building) and undamaged in all respects after the function.

If the Community Building is left messy, there will be a \$50.00 minimum clean-up fee. You are responsible for the keys you sign out. If you shall lose the keys that are out to you, there will be a minimum \$500.00 lost key fee.

Keys must be returned immediately following your event, unless other arrangements have been made. If the building is closed, there is a key drop on the Northeast side of the building next to the front door, drop keys in there.

Alcoholic Beverages: Alcohol is NOT permitted in the Community Building under any circumstances.

Personal Property

The City of Athol and/or the facility management are not responsible for damages or loss to a personal property of the customer, guests, invitees, independent contractors and/or entertainers/vendors, which is left on the premises before, during or after the event.

Liability

The City of Athol or facility management shall not be liable for any injury or damage to any person and their invited guests or to any property at any time on said premises.

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- Do not block front outside doors open
- Make sure bathroom is clean before you leave
- Remove all trash from building including bathrooms replace trash can liners
- Sweep and Mop all floors
- Kitchen use includes appliances, sink, refrigerator, and oven. Do not use any supplies already in kitchen (i.e. coffee, food, condiments, etc.) or the Flat Grill, as it is out of order
- Any dishes used, please wash and put away where you found them
- If tables or chairs are used, please clean off if necessary and return to original location
- Make sure thermostat is turned down to 66 degrees once you leave

Room(s) to be Rented:

Rates

- Gym /Main Rm / Council Rm** \$ 15.00 per hour
(Circle which applies) X's _____ hours = \$ _____ **Total Due**
- Room Half Day Rental \$45.00 (up to 4 hrs)
- Room Full Day Rental \$75.00 (6+ hrs)
- Kitchen** (Does not include Flat Grill) \$ 25.00 per hour
- Kitchen Half Day (Does not include Flat Grill) \$85.00 (up to 4 hrs.)
- Kitchen Full Day (Does not include Flat Grill) \$125.00 (6+ hrs.)

****PA Sound System** hrly \$20.00, > 4hrs \$60.00, or 4< hrs \$125.00

***Tables/Chairs** (applies only if tables/chairs are leaving the facility) \$4.00ea./ .50ea.- per 24hr day

*There is a Refundable Deposit required at the time of Table/Chairs pick-up; that will be returned to you upon a complete return of all undamaged tables and chairs rented. This deposit is 10% of the replacement value. (\$34.00 per chair so \$3.40 each and \$79.00 per table so \$7.90 each) These replacement values are as quoted on-line at Walmart.com on 9/11/14. **Refundable Deposit for the PA System of \$150.00 required at the time of pick-up; will be returned to you upon a complete return of all undamaged pieces.

_____ **Total Rental Amount Due- \$Cash/Check #**

_____ **Balance Remaining- \$Cash/Check #**

Refundable Deposit Check Received Yes / No

Key# Issued _____

I/We have read and hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.

_____ **Date** _____
Signed

_____ **Date** _____

City of Athol Representative/Witnessed