

GREENWOOD COUNTY COMMUNITY CENTER (GCCC) RENTAL AGREEMENT

Lessee Information

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

Room Requested

- Paddock \$150.00 Per Day + \$100 Deposit
- Parking Lot Only \$200.00 Per Day + \$100 Deposit
- Bathrooms Only \$200 Per Day +\$100 Deposit
- Braden Room ___\$200 ½ Day ___\$250 Whole Day + \$150 Deposit
- Concourse ___ \$200 ½ Day ___ \$250 Whole Day + \$150 Deposit
- Lower Level (Braden room, Paddock, Concourse, Grandstands) ___ \$600 per day + \$250 Deposit
- Whole Facility (Braden Room, Paddock, Concourse, Grandstands, Turf Room) ___\$1,200 per day + \$500 Deposit

Rental Policy and Procedures

- Reservations will be made on a first-come, first-served basis. Reservations will only be confirmed with the Rental Agreement and the designated price of the room deposit. A nonrefundable cleaning fee included in the rental fees.
- 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 or check. Checks must be payable to the City of Eureka.
- Cancellations must be made at least two weeks before the scheduled event for a full refund. Cancellations made one week before the scheduled event will be refunded for half of the rental fee. NO refunds will be given if the cancellation is less than one week. If the cancellation is due to a medical emergency or death, written notice is required and

will be at the management's discretion. Cancellations will result in a forfeit of the rental deposit.

Deposit _____(Initial)

A deposit is required at the time of reservation. This is to ensure the building is cleaned properly, not damaged, and not occupied after the rental time. If the building meets the inspection by the Community Enrichment Manager, the deposit will be returned.

Decorations _____(Initial)

- No nails, tape, tacks, or staples are allowed on the GCCC walls. Blue Painters tape is an acceptable adherent.
- No glitter, confetti, hay, or 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.
- All items brought into the building by the lessee need to be removed by the end of the rental period.
- No forklifts or pallet jacks of any kind are allowed in the GCCC.

Set-up and Clean-up _____ (Initial)

- The lessee is responsible for cleaning floors, tables, and kitchen. Including sweeping, disposing of all trash, & wiping down surfaces. The lessee is responsible for leaving the facility in the same condition it was found.
- The lessee is responsible for the removal of all trash to the dumpsters outside the building.
- The lessee is responsible for the clean-up of excessive spills or accidents.

Damages _____ (Initial)

- Lessee agrees to leave the premises of the GCCC in the same condition as rented. The Community Enrichment Manager will inspect the premises to their satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the GCCC building and/or grounds will result in additional charges. **Any damage more than the pre-paid deposit will be charged to the lessee.**

Alcohol Policy _____(Initial)

- The GCCC Board promotes the use of GCCC for all events.
- The Community Enrichment Manager must approve all events at which alcoholic or malt beverages will be served. The Community Enrichment Manager 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 Eureka City Council.
- 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 the event serving alcoholic beverages must be at least 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 any other relative of the age of 21.
- Any violation of the policy will result in the immediate cancellation of the event.

General Building Rules _____(Initial)

- Use of illegal drugs, smoking, and/or gambling is not permitted in the GCCC.
- Only those rooms specified in the agreement will be available for use by the lessee.
- All minors on the premises must have adequate adult supervision.
- The City of Eureka will not be responsible for accidents, injury, or loss/damage of personal property.
- Rules and regulations are subject to change at the GCCC Board'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 12:00 am on the final day of the Rental Agreement unless special permission has been granted and approved by the Community Enrichment Manager.
- Animals are not allowed inside the GCCC, except for those licensed to assist persons with disabilities.

Hold Harmless GCCC/City of Eureka Agreement _____(Initial)

The lessee, as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of Eureka, GCCC Board, & Greenwood County its officers, employees, and agents from all claims for injury to person (including death) or property arising out of, or in any way connected to the lessee's use of the rented GCCC space except to the extent, any such claims may arise from any act or omission of the City of Eureka.

I have read the rules and guidelines for the use of the GCCC and agree to abide by the regulations set forth.

_____ Date: _____
Signature of Responsible Party

Deposit Amount Received _____ Date: _____

Rental Fee Received _____ Date: _____

Key # _____ Date Key Returned _____

Deposit Amount Refunded _____ Date: _____