**Failure to abide by the terms and conditions of this agreement may result in loss of Damage deposit.**

**Payment Policy:** Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

A **non-refundable** deposit in the amount of 50% of room rental fees is due at the time the reservation is made and will be applied to your damage depost. Balance of ALL room rental fees and ALL additional monies must be paid at least one month prior to the event. If they are made later than this, they must be paid in cash. Refer to the price sheet for a list of deposit rates, damage deposit rates and rental rates and terms.

**Damage Deposit:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WLCC reserves the right to withhold partial or entire damage deposit.** Damage deposit will be refunded in full if Contract Holder complies with all terms and conditions of this agreement and leaves the facility and property in the same condition as prior to the usage. Any damage not covered by damage deposit will be pursued.

Loss of damage deposit includes, but is not limited to:

| * Breaking rules of signed contract
* Building damage inside or outside (including playground next door)
* Lack of cleaning from Contract Holder or Excessive cleanup (especially the carpeted areas)
* Restroom damage
* Smoking inside the WLCC
* Use of illegal drugs or unauthorized alcoholic beverages by Contract Holder or their Guests
 | * Water damage from coolers or kegs
* Damage to kitchen or kitchen appliances
* Damage from use of prohibited items when decorating
* Carelessness on the part of the attendees or service providers
* Damage to tables/chairs from misuse
* Use of glitter
* Use of hay or straw
* If 911/Police are called for any reason (entire deposit)
 |
| --- | --- |

**Hours of Operation:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All events at the WLCC are required to be over at 12:00 midnight.** At midnight, lights must be turned on and the clean- up process begins. Contract Holder and guests have one hour to remove personal items and do required cleaning. If additional time is needed (due to the number of personal items or limited amount of help during cleanup), the Contract holder should plan accordingly and stop the event prior to midnight. Clients and all guests must be off the premises by 1:00am (no exceptions).

**Daycare Playground:** Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**$100 trespassing/damage deposit for playground**

No WLCC patrons or guests have permission to access the playground at the DayCare Center If persistent issues occur, forfeiture of the trespassing deposit along with costs for clean up or any damage will occur as well as potential contact to authorities.

**Cancellation Policy:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In the event of a cancellation, the Contract Holder forfeits the non-refundable deposit.** Refunds of additional rental fees paid beyond the deposit are refundable if cancellation occurs more than six months prior to the date scheduled.

**Decorating:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No glitter of any kind is allowed to be used in the facility.** Use of glitter may result in loss of damage deposit. **Nothing shall be taped, stapled, pinned, or affixed to the walls, ceiling or stage.** Hooks are available to use for decorating purposes. **No hay/straw, fog, bubble, or smoke machines are allowed in the WLCC.**

**Cleaning:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the responsibility of the Contract Holder to remove all personal and decorating items **immediately after your event is over.** At the end of your events allotted time (no later than midnight), lights must be turned on and the clean- up process begins. Contract Holders have one hour to remove personal items and do required cleaning. If additional time is needed (due to the number of personal items or limited amount of help during cleanup), Contract holder should plan accordingly to guarantee all cleaning is done and everyone gone within allotted time (no later than 1:00am) so that our staff can get the facility deep cleaned and ready for the next day. Additional time will result in additional fees. Tables must be cleared off and empty any liquid from cans or cups before throwing them in the trash. Failure to do this may result in damage to floors and would jeopardize damage deposit refund. Large items on the floor must be picked up so staff can vacuum. Spills on the floor must be cleaned up immediately to prevent damage to the floors or carpet. Notify staff of any observed spills during or after the event. Our staff will wipe down tables and chairs before putting them away and vacuuming.

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**Alcoholic Beverages:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At this time, you are allowed to provide your own alcohol (beer or wine only **(NO GLASS BEER OR POP BOTTLES ALLOWED)** **Security is required whenever any alcohol is served.** A waiver of this policy may be granted for small events. WLCC reserves the right to restrict the amount of any approved alcohol beverages served. No alcohol may be carried out of the building or off the patio during your event. No alcohol served out of vehicles in the parking lot.

If misconduct occurs due to consumption of alcohol, WLCC has the right to call local authorities and shut your event down immediately. If this is done, all rental and deposit funds would be forfeited.

**Security:**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security is mandatory when alcohol is served. Security expense is the responsibility of the Contract Holder. The WLCC will arrange security personnel and costs to be passed on to the Contract Holder. Depending on the number of guests and alcohol served, one or two security personnel is required during the times that alcohol is being served (minimum of 4 hours). If alcohol is served at a small event, it is up to the Board of Directors of the WLCC to decide if security can be waived.

**Kitchen:** Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are allowed to bring in your own food or hire a caterer of your choice. Dishes can be rented from WLCC. Kitchen MUST be cleaned by the end of the event and counters wiped off Any food or beverages remaining after the event need to be disposed of.

**Multimedia Equipment:** Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The WLCC has a state-of-the-art sound system that you must be given directions on how to control BY MANAGEMENT. We also have a projector and screen available for use with certain room rentals.

**Guests**  Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Holders are responsible for the actions of their guest and any incident resulting from consuming alcohol beverages during your event. Children need to remain in your rented room(s)and have adult supervision at all times No guns or weapons of any kind allowed on premises.

**BANNED SUBSTANCES**: Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The use of tobacco and tobacco products, illegal drugs, and non-approved liquor is prohibited.

**Contract Holders agree to hold harmless the Community Center Board of Directors, Management or employees for any loss, destruction or accidents resulting from renting the Community Center. By signing below, I agree to all the terms above and acknowledge receiving a copy of this contract.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature Date Contract Holder Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Holder Print Name

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Holder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room (s) RENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Number of Guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RENTAL CHARGE\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alcohol Served\*\*: YES or NO Time? \_\_\_\_\_\_\_\_ SECURITY CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Served: YES or NO KITCHEN CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patio Requested: YES or NO PATIO CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Hours (include set up/clean up) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXTRA RENTAL HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAMAGE DEPOSIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Day 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLAYGROUND DAMAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Day 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXTRA RENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*50% of rental charge due at time of booking – this fee is non-refundable and will be applied to your damage deposit charge**

**This agreement is made between the Contract Holder and the West Liberty Community Center (hereby known as WLCC) on the following terms and conditions. Failure to abide by the terms and conditions of this agreement may result in loss of Damage deposit. By signing this agreement, I hereby acknowledge and agree to the above rates, the terms detailed below and on pages attached and acknowledge receiving a copy of this document.**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Holder Signature

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WLCC Representative

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



OTHER EVENT NOTES:

NUMBER OF TABLES REQUESTED:

RENTAL ITEMS:

Additional contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decorator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DJ:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WLCC Event staff/security allowed to eat the meal served YES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_