

CCAC Banquet Hall **Rental Agreement**

The CCAC Banquet Hall reserves the right to refuse any group from renting this facility.

If there are any special preparations to the facility, it will be done at renter's expense. Prior approval of any special preparations must be met with prior approval of CCAC Director.

Renter's responsibilities:

The renter assumes all risk of loss, damage or injury to persons or property. The CCAC is released from all claims for loss, damage or injury sustained while using the rented facility.

The CCAC Banquet Hall is a non-smoking facility. No Alcohol is permitted on CCAC property.

The renter is personally in charge and responsible for the conduct of all persons using the facility at the time of rental. The renter and his organization will be held financially liable for any damage to park and facilities.

The sale of any item(s) or to charge an entrance fee is prohibited at the CCAC Banquet Hall, unless authorized in writing by the Park Director.

As within the rules listed above, any falsification of information and/or leaving the area in an unkempt manner could jeopardize future reservations and forfeitures of all deposits. All charges for facility must be paid in full before a key will be issued. **The key for the facility must be picked up by 5:00 PM on the Friday before a reservation date for a weekend rental (Sat. or Sun.) and 5:00 PM on the weekday of the rental.**

Deposit Policy:

The renter must pay the security deposit at the time of reservation. If the CCAC Banquet Hall is left in satisfactory condition after the event and the key returned, the security deposit will be refunded in full. At that time, the deposit will be processed and a check will be mailed to the renter at the address given.

If the reservation is cancelled within 30 days of rental date, the security deposit will not be refunded unless that date is rented again or the park office is notified 30 days prior to the reservation date. If the CCAC is notified within the allotted time given the security deposit will then be processed and a check will be mailed to the address given.

The total amount of the rental fee must be paid in full before renter receives the facility key. When the renter has completed use of the facility he/she can use the drop box located by the office door to return the key. The staff will then inspect the Banquet Hall to ensure no damages have been made. At this time, when the Banquet Hall is inspected satisfactorily, the renter will receive a refund of security deposit via postal mail.

The CCAC is not responsible for events beyond our control that cause the facilities not to be available to persons who reserve them.

Use of Facility:

- The facility will seat approximately 50 people.
- Tables and chairs are furnished in the facility. The renter decorates and sets up the tables.
- No staples, tape or tacks are to be used on wood surfaces, ceiling or walls.
 - There are designated areas for use with decorating. All decorations and valuables that are to be saved must be removed immediately after the function.
- Before the renter leaves, tables should be cleared, floor swept of debris and mopped, windows closed, lights off and doors locked.
 - There is a broom and dustpan in the backroom for your use in cleaning.
- The building should be as neat when you leave as when you arrived.
- The stove is provided for warming food, not cooking.
- A refrigerator is provided, but does not provide ice.
- Kitchen supplies are not provided, anything the renter may need, the renter must bring with them.

Signature

Date

Check Acceptance Policy:

Checks will be accepted. The renter will be assessed \$35 for any checks returned for in-sufficient funds. The CCAC will also accept cash or credit cards.

Board Members and Staff:

Board Members and staff may use the facility one time per year at the affiliate rate, providing there are no conflicts with paid rentals.

City-County Athletic Programs:

CCAC Programs will be allowed unlimited usage to conduct program business.

Notice:

The rental of the Banquet Hall is on a First Come, First Serve basis.

Renters can start reserving the Hall on January 1 of each year for that year.

CCAC Banquet Hall Rental Agreement

Group Name: _____ Date: _____

Contact Person for Event: _____

Address: _____
City State Zip

Phone: _____ Secondary Number: _____

Type of event: _____

Number of people expected: _____ Rental Date: _____

Amenities Requested: _____

Fees:

****Police security may be required for the Wedding Receptions, Company Picnics and Graduation Parties at the cost of the renter.**

Hourly	\$ 30	_____ x \$ 30	_____
Half Day (4 hours)	\$100	_____ x \$100	_____
Full Day (9am-12am)	\$225	_____ x \$225	_____
Deposit	\$100		_____
TOTAL			_____
Affiliate Program Usage 50% discount		-50%	_____
		TOTAL	_____

The Terms of this contract will be binding, as agreed upon by the below signatures. Signing this contract certifies that you have read, understand and agree to all of the City-County Athletic Complex rules and responsibilities.

Renter Signature: _____ CCAC Director: _____

Print Name: _____

Date: _____

FOR OFFICE USE ONLY

Facility inspection _____

Refund Approval: _____ Date Check Issued: _____