

# Vesper Community Center Rental Agreement

This agreement is between:

(Renter) Name: \_\_\_\_\_

and/or Organization \_\_\_\_\_

and the Vesper Community Center concerning the use of the Vesper Community Center building and the property on which it resides.

Rental shall commence on time: \_\_\_\_\_ date: \_\_\_\_\_

and end on time: \_\_\_\_\_ date: \_\_\_\_\_

Purpose: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Renter agrees to hold the Vesper Community Center harmless for any and all loss, claims, damages, cost, and or injuries arising out of the renter's use of property. Renter may not sublease without Vesper Community Center's permission. Vesper Community Center shall not be held responsible for renter's inability to use the building due to a power outage or inclement weather. You will receive your full deposit if there is a natural disaster. Renter shall be responsible for their own event liability insurance (which includes alcohol liability), if any alcoholic beverages are served and policy must include Vesper Community Mens Club Inc. as a named insured. All state and local laws pertaining to the use of alcoholic beverages must be followed.

**Absolutely no smoking is permitted inside the building.  
Stage curtains are inoperable, delicate, and must not be touched.**

Children shall always be supervised by a responsible adult and are only allowed on the stage under direct supervision of a responsible adult.

**FEES:** Rental for the Vesper Community Center are subject to board approval and if approved you will receive a signed and accepted copy after your signed contract with payment is received.

Rental Fee: \_\_\_\_\_ Security Deposit for damage : \_\_\_\_\_ Cleaning Fee : \_\_\_\_\_

Renter is responsible for putting all trash/debris in trash bags and placing all trash bags in dumpster. You do not need to re-line the trash cans after they are emptied. Other fees may apply, see Rental Contract Summary for all applicable fees. Note: Vesper Community Center reserves the right at any time to enter the facilities at anytime to verify that the facility is being used in accordance with the rules and event purpose(s) set forth in this contract. Violation of the rules/purpose can result in loss of security deposit or ejection from the facility.

Terms:

All fees must be paid at the time the rental agreement is signed. If cancellation of rental occurs, the renter must submit written notification no later than 90 days prior to rental date in order to receive the full amount of any rental fees paid. Cancellations less than 30 days prior to event are non refundable. Security deposit and any cleaning fees paid will refunded with all cancellations made prior to event. On or after event date(s), security Deposit will be refunded within 7 days if the facilities are left within satisfactory condition and no damages have occurred due to the rental. Any damages will be deducted from security deposit, and if damage exceeds deposit amount, renter is responsible for any difference.

Optional Cleaning Fee:

Unless cleaning fee is paid in advance, building must be left in the same condition as it was found. Tables and chairs must be washed off, floors swept and spills mopped up. Kitchen (if rented) must be left clean, including stove, refrigerator, sinks, countertops, and floors. Restrooms must be left clean, including sinks, toilets, and floors. If Kitchen is used to prepare/cook fee, cleaning fee is mandatory.

Inspection:

At the renter’s option, we will meet you for a pre-rental inspection before your event and within 24 hours after your event. If during your event you have a question or problem, you can call 785 524-2466. If there is an emergency, call 911.

I have read and understand the Rental Agreement and Rules. By signing the Agreement and the Contract I state that I will abide by the Rules and will be held responsible for any damages or problems which may occur in conjunction with the event.

Use of the community center facility, grounds and any outdoor equipment is at the renter’s own risk. RENTER agrees to protect, indemnify, and save the Vesper Community Mens Club Inc. dba Vesper Community Center harmless from any and all liability to RENTER and RENTERS employees, guests, invitee, uninvited persons and family members from any loss, damage, or injury to their property or person sustained by reason of any act or occurrence, whatsoever, due to use of the premises or any part thereof.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (if representing an organization): \_\_\_\_\_  
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Accepted by VCC: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

We will send you a signed copy after we receive signed contract and payment.

## Vesper Community Center Rental Contract Summary

Name: \_\_\_\_\_

And/or Organization: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Primary Phone \_\_\_\_\_

Alternate Person \_\_\_\_\_ and/or Alternate Phone \_\_\_\_\_

Rental Start Date/Time \_\_\_\_\_ Rental End Date/Time \_\_\_\_\_

Event Description \_\_\_\_\_

Facility Rental Fee \$ \_\_\_\_\_

Sec Deposit \$ \_\_\_\_\_

Cleaning Fee \$ \_\_\_\_\_ (optional)

Kitchen Equip  Table Pitchers \$10  Stove \$25 Coffee Maker \$10 Bev Dispensers \$10

Other \$ \_\_\_\_\_ Description: \_\_\_\_\_

Total: \$ \_\_\_\_\_ **Make Check(s) out to Vesper Community Center**

Use of kitchen counters and designated refrigerator/freezer for food storage and use of sinks for hand washing and/or cleaning needs is provided FREE with rental, but if kitchen is used to prepare, cook and/or serve food, the cleaning fee and/or stove fee is required. Kitchen Stove is a gas unit with 8 working burners and a double oven. If preparing/cooking/serving food, renter must bring their own pots/pans/trays/cooking utensils, crockpots, roasters etc.. Renter must not use any community center food or food service supplies or equipment other than designated refrigerator/freezer, sinks, counters and/or stove or rented items above.

Payment terms: Rental fees < \$150 are due in full with signed contract to guarantee your booking date(s). Rental fees \$150 and greater, 50% due with signed contract to guarantee your booking date(s). For all rentals, any balance with security deposit and/or optional cleaning fee due in full 90 days prior to event or with contract if event is booked less than 90 days in advance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----For Vesper Community Center Use Below -----

Accepted by VCC: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ Rental Fee: Date Paid \_\_\_\_\_ \$ \_\_\_\_\_ Balance(s) Paid Date: \_\_\_\_\_

\$ \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_ Security Deposit Date Returned on \_\_\_\_\_

Rental/Security Deposit Notes: \_\_\_\_\_