

# Vesper Community Center Rental Agreement

This agreement is between:

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

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.

All renters are 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 & terms may apply, read rental contract below for all applicable fees rules and terms. 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.

**PAGES 2 and 4 of the contract require a signature of the renter/applicant.**

**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 be 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 or uncovered cleaning charges will be deducted from security deposit, **and if damage exceeds security deposit amount, renter is responsible for any difference and will be charged.**

**Cleaning duties:** All renters are required to take all trash/debris out to dumpster, sweep up floor with dry mop, and mop up/clean up any spills. For certain events if a cleaning fee is not paid in advance, additional cleaning duties below must also be performed by the renter.

**Cleaning fee:** A \$150 cleaning fee is required for events with more than 120 people, and/or when alcohol is consumed, and/or for weekend rentals to cover additional post-rental cleaning work performed by the community center. The Cleaning fee covers the center's cost for washing/sanitizing the floor, tables, bathrooms and/or kitchens after the rental is completed. If extraordinary cleaning is required, a portion of the security deposit may be withheld. The trash can liners will be replaced by the community center after the rental is completed. (extra liners are also in the trash cans) For events with 120 or fewer people, and/or when food is consumed, the renter may do all the cleaning themselves or pay a \$100 cleaning fee in advance.

For events with up to 120 people, when food is consumed and no alcohol is consumed and the cleaning fee is not paid in advance, the renter is responsible for cleaning all areas so the building is left in the same condition as it was found which wiping down/sanitizing tables and (and soiled) chairs, sweeping the floors, cleaning the stoves, refrigerator(s), countertops, as well as sanitizing the bathroom floors sinks and toilets. If the cleaning fee is not paid and renter doesn't perform the above duties or extraordinary cleaning is required additional fees will be deducted from security deposit based on amount of cleaning required.

**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: \_\_\_\_\_

# 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 \$ \_\_\_\_\_ Enter the applicable fee from the schedule below:  
\$50 up to 2 hours 50 fewer people no food/no alcohol consumed  
\$150 up 4 hours, up to 120 people, food/bev consumed, no alcohol

\$300 all day, up to 300 people, food/bev consumed no alcohol  
\$500 all day up to 300 people, food/bev, consumed w/alcohol \*\*

\$700 weekend wedding rental, food/bev w/ alcohol consumed \*\*  
weekend rental includes setup Friday evening, use of facility  
all day Saturday and cleanup/take down Sunday morning

Sec Deposit \$ \$250 If written on separate check, it is not deposited unless damages

Cleaning Fee \$ \_\_\_\_\_ \$150 mandatory fee for wedding/weekend rentals,  
and events more than 120 people. Optional \$100 fee for  
events up to 120 people (see cleaning requirements)

Use of Kitchen \$ \_\_\_\_\_ \$50 includes use of stove, coffee maker, table pitchers,  
bev dispensers

Other fees \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_ **Make Check(s) out to Vesper Community Center  
Security deposit may be written on separate check**

Triple sink can be used without having to pay for use of kitchen fee. If kitchen is used to store/refrigerate/freeze, prepare, cook and/or serve food, the use of kitchen and cleaning fee is required. If preparing/cooking/serving food, renter must bring their own pots/pans/trays/cooking utensils/serving plates/bowls/cups/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 stoves or specifically provided items above. The grill/griddle is NOT available for use and should not be used.

Payment terms: Rental fees are due in full with signed contract to guarantee your booking date(s).

**\*\* INSURANCE CERTIFICATE REQUIREMENT:** Special event insurance is recommended for all rentals but is required for weekend rentals and wedding rentals, and rentals that will be consuming alcohol. These renters MUST provide the Vesper Community Center an insurance binder/certificate from their agent that provides "special event" liability coverage for the date/time of the event and includes the Vesper Community Mens Club Inc. dba Vesper Community Center as a named insured. Special event insurance is often available through your home owner insurance policy agent, or if a standalone policy is required and your agent doesn't offer it, we may be able to refer you to an agent who may offer you a policy.

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

**Signing party acknowledges they've read and agree to the terms and conditions on page 1 and 2 of this contract.**

A copy of this executed contract will be sent to the applicant upon request.

-----**For Vesper Community Center Use Only Below**-----

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

\$ \_\_\_\_\_ Deposit/Fees Paid with contract on Date: \_\_\_\_\_

\$ \_\_\_\_\_ Balance(s) Paid on Date: \_\_\_\_\_

If an insurance policy certificate is required, date of receipt: \_\_\_\_\_

Receipt of contact confirmed with renter on Date: \_\_\_\_\_

Key Code/access instructions provided to renter on date: \_\_\_\_\_

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

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

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