

Vesper Community Center Weekend 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.

Renters MUST obtain their own event insurance coverage for the duration of their rental which may be available thru your home owners insurance agent or sold as a separate policy by your agent. The coverage should include alcohol liability if alcohol will be served. This is for your protection as well as ours. Be sure to include **Vesper Community Club Inc.** as an additional named insured. If you are unable to obtain your own policy, contact us for more information. If alcohol is consumed or served, 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 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.

Cleaning fee: Your rental fee includes having our cleaning person come in after the event to provide basic cleaning of the bathrooms, tables, and floors and general areas. If your group has left the facility substantially messy including trash or other debris that has to be carried to the dumpster, or such that it requires extra ordinary cleaning expense incurred by the center, it will be deducted from your deposit.

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 you call for it. 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 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 \$1000

weekend wedding rental weekend rental includes
setup Friday afternoon and evening, use of facility
all day Saturday and cleanup/take down Sunday morning
includes use of kitchen, electric oven/range, side by side
fridge freezer, fridge freezers in the backroom, food
warmers, filtered water dispenser, triple sink and
handwashing sink, koolaid/water dispensers, water pitchers
and coffee percolator and bathrooms and stage (for renter
supplied DJ).

Renters must bring their own food service dispensers,
flatware, plates/bowls/cups etc. **Renters may NOT use
the grill/griddle or popcorn machine. Failure to abide by
this rule will void your security deposit or subject you to
additional charges.**

Sec Deposit \$500

Other fees \$ _____

Total: \$ _____

Make Check(s) out to Vesper Community Center

Security deposit may be written on separate check

Security deposit will not be deposited until prior to event and refunded after.

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.

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, events with more than 120
people and rentals that will be consuming alcohol. Weekend renters MUST provide the Vesper
Community Center an insurance binder/certificate from their agent that provides "special event"
liability coverage with **\$300,000 coverage** for the date/time of the event and **includes the Vesper
Community Club Inc. as an additional 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:** _____

[] I will provide the Vesper Community Club Inc a special Insurance Certificate

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 Deposits Notes:

