



## CCAC Banquet Hall Rental Agreement

### **Terms of Agreement:**

- 1) The CCAC reserves the right to refuse any group from renting this facility.
- 2) No special preparations will be made without prior approval of the CCAC Director.
- 3) An inspection of the facility will be conducted prior to the rental, and at the conclusion of the rental. All irregularities are the responsibility of the renter, to make note during the application process.
- 4) Failure to clean the facility, inside and out, will result in loss of the security deposit.
- 5) The CCAC is not responsible for any loss, damage or injuries as a result of the rental.
- 6) It is the renter's responsibility to report any injuries, incidents or damages during the time of usage.
- 7) The Rental Hall is a **non-smoking** building.
- 8) **No alcohol is permitted** on the CCAC property.
- 9) The renter is responsible for the conduct of all persons attending the event. The renter and their group will be responsible for any damages to the facility and the park.
- 10) The renter may not sell or charge any fee to attendees of their event, without prior approval of the CCAC Director. This will be required to be in writing before being authorized, and may increase the rental fee.
- 11) The facility is not considered rented until the deposit has been received.
- 12) The renter may pick up the key by 5:00 PM on Friday for a weekend rental, or by 5:00 PM the day of the rental if during the week. The full rental fee must be paid prior to picking up the key.
- 13) The renter will ensure the facility is returned to its prior set up and cleaned, prior to leaving the key inside the hall, and securing the door. A broom, dustpan, garbage bags and mop and bucket will be available in the rental hall closet.
- 14) The renter must provide a name and address, in which the deposit check will be sent. Deposit checks will be sent out or available the Tuesday after the event.
- 15) If a rental is cancelled within 30 days of the event, a full deposit refund will be issued. Any cancellations within the 30 day period, there will be no refund.
- 16) There is a \$35 penalty on any returned checks.
- 17) The rentals are based on a first come, first serve basis, when a deposit is made.

### **Facility Information:**

- The facility will seat approximately 50 people
- Tables and chairs are included in the rental, to accommodate 50 people.
- No staples, tape, tacks or nails are to be used on walls, ceilings or wood surfaces.
- All decorations are to be completely removed after the event.
- Tables and chairs are to be returned to their original set up.
- The Rental Hall must be cleaned, as described above, prior to leaving and securing the key inside the facility.
- A microwave is available for warming items, and the refrigerator may be used to keep items cold.
- At no time is the renter authorized to adjust the thermostat, or leave doors open during the rental.
- The renter is responsible for all utensils and other items needed for the event.

# CCAC Rental Hall Agreement

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City St Zip

Type of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Amenities: \_\_\_\_\_  
\_\_\_\_\_

## FEES:

Hourly:	\$40 per Hour	_____ x \$40=	
Half Day (4 hrs)	\$125	_____ x \$125=	_____
Full Day (9am-12am)	\$250	_____ x \$250+	_____
Affiliate Usage Discount		Security Deposit	<u>\$100</u>
		50%	_____
		<b>Total Due:</b>	_____

The terms of this agreement shall be binding, upon signature of this Rental agreement. By signing this agreement, the Renter has acknowledged they have read and understand the contents and all rules of this agreement.

\_\_\_\_\_  
\_\_\_\_\_  
**Renter Signature**

**CCAC Representative**

\_\_\_\_\_  
**Print**

**Print**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**  
**Inspection**

\_\_\_\_\_

Refund Approval: \_\_\_\_\_ Date Check Issued: \_\_\_\_\_ Amount:  
\_\_\_\_\_