



CAMPBELLSBURG COMMUNITY CENTER RENTAL CONTRACT

REASON FOR RENTAL: _____ EXPECTED NUMBER OF GUESTS: _____

TIME of EVENT: _____ DAY OF WEEK: _____

NAME OF LESSEE: _____ DATE OF RENTAL: ____/____/____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME: (____) ____ - ____ CELL: (____) ____ - ____ WORK: (____) ____ - ____

EMAIL ADDRESS: _____

ALTERNATIVE CONTACT NAME: _____ PHONE NUMBER: (____) ____ - ____

(circle the options you want below)

| RENTAL RATES | FULL DAY | ½ DAY MORNING | ½ DAY EVENING |
|---|-----------------------|------------------|----------------------|
| FULL FACILITY RENTAL MONDAY-THURSDAY | 10AM-11PM \$80 | 10AM-4PM \$55 | 5PM-11PM \$55 |
| FULL FACILITY RENTAL FRIDAY-SUNDAY | 9AM-MIDNIGHT \$105 | 9AM-4PM \$80 | 5PM-MIDNIGHT \$80 |
| * MEDIA PACKAGE | \$25 | \$25 | \$25 |
| PAVILION RENTAL MONDAY-THURSDAY | \$30 | N/A | N/A |
| PAVILION RENTAL FRIDAY-SUNDAY | \$40 | N/A | N/A |
| MEDIA ROOM RENTAL MONDAY-THURSDAY | \$35 | N/A | N/A |
| * CLEANING FEE (optional) | \$50 | \$50 | \$50 |

Community Center, Media Room, and Pavilion rentals qualify for a \$5.00 cash or check discount.

*** Cash discount does not apply to cleaning fee or Media Package or deposit.**

DEPOSIT PAID: ____/____/____ Check # _____ AMOUNT PAID: \$ _____

RENTAL FEE PAID: ____/____/____ Check # _____ AMOUNT PAID: \$ _____

POLICIES AND RULES

A \$100 deposit and signed contract must be received to reserve your preferred date. Full rental price must be received within 1 week prior to your event rental date, if rental date is less than 1 week from time of reservation both deposit and all rental fees shall be paid in full.

DAMAGES CAN BE CAUSED BY NAILS, TACKS, STAPLES, PUSH PINS, SCOTCH TAPE, DUCT TAPE, OR GLUE. THESE ITEMS ARE NOT TO BE USED ON ANY FIXTURE, WALL, TABLE, DOOR, FLOOR OR WINDOW.) THE ONLY ITEMS THAT CAN BE USED FOR HANGING ITEMS ARE BLUE PAINTERS TAPE OR COMMAND STRIPS. Decorations must be removed by lessee before leaving the premises. Lessee is responsible for providing painter’s tape, Command Strips, or mounting putty that will not cause damages.

Surveillance cameras have been added to the Community Center for your protection as well as ours. Any damage sustained during an event and found on video to be the of cause of a Lessee or guest of the Lessee, whether invited or uninvited, shall be documented and Lessee will be required to fix, repair, or replace damaged item(s). The Lessee will be contacted within 5 business days regarding the damage and Lessee shall make arrangements with the City Recreational Director to pay for the damage. The Lessee is the sole responsible party for the damage. It is the Lessee’s responsibility to collect monies directly from those guests to pay for the damages. The City will not be responsible for collection of monies from any other party than the Lessee that has signed the contract.

Lessee agrees to release, acquit, indemnify, hold harmless and forever discharge the City of Campbellsburg, its’ officials, employees, agents, assignees, and all other persons from and against all loss and expense, including attorney fees, occasioned by reason of any liability imposed by law upon the City for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons on the premises or off the premises on account of actions or damages to property, including loss of use thereof, whether caused by or contributed to by the City of Campbellsburg, its agents, or employees.

Violation of this agreement subjects the renter to forfeiture of deposit and loss of future rental privileges.

By signing below, I hereby acknowledge that I have received and read the rules and regulations for the Campbellsburg Community Center and agree to follow said rules.

_____ /_____/_____
Lessee Signature **Date**

_____ /_____/_____
Witness Signature **Date**

KEY AGREEMENT

One set of keys are given per event and shall not be copied or duplicated. Failure to return keys on time can result in loss of deposit and possibly further fees. Lessee assumes all responsibility for care of furnishings, all activities and actions of individuals present in the facility, and for securing the facility when leaving. Lessee will be held liable for damages to the facility while in possession of the facility keys. Keys can be placed in drop box when your rental time is completed.

_____ /_____/_____
Lessee Signature **Date**

_____ /_____/_____
Witness Signature **Date**

GENERAL RULES AND GUIDELINES

The Community Center may be reserved up to one year in advance.

The Community Center is rented as followed: the main building, the outdoor pavilion, and the media room. The playground is for public use and may not be rented.

The Community Center must be cleaned (following provided checklist) and the facility vacated by 11pm Sunday through Thursday and by 12 am (midnight) on Friday and Saturday. Tables and chairs must be put back as they were found, should you choose to rearrange them. If the person(s) renting/leasing the facility do not adhere to these guidelines the security deposit will be forfeited and additional fees may be charged. The responsible party renting/leasing the Community Center shall be 18 years of age and must present photo identification when the rental/lease is signed and the deposit made.

The person(s) whose signature appears on the rental/lease agreement shall be responsible for the actions of all attendees of the event and will be responsible for any damages to the Community Center and City property. The renter/lessee is also responsible for ensuring that activities during the rental period are legal and lawful. Climbing or standing on tables or chairs is prohibited.

Alcohol, illegal drugs, drug paraphernalia, and illegal substances are strictly prohibited. Smoking is permitted in designated areas OUTSIDE the Community Center. Gambling for monies is prohibited.

Fighting, harassment, horse play, disorderly conduct, and loitering are strictly prohibited as are sexual advances and sexual violence. Public displays of affection are prohibited. There is a zero tolerance policy for bullying in any form, including physical, verbal, and cyber bullying.

Shirts and shoes must be worn at all times.

No glass items will be allowed on the premises.

Music is permitted inside the Community Center; permission must be given for music to be used out of doors.

Removing any city property from the community center and outdoor areas is strictly prohibited. Tables and chairs must remain inside the building. The furniture in the media room may not be moved or removed from the designated area.

No animals (with the exception of service animals) are permitted in the Community Center or in the outdoor playground or pavilion.

The occupancy limit of the Community Center set forth by the State Fire Marshal is 120 persons. Occupancy over this limit is strictly prohibited.

The kitchen facilities are for warming only. Cooking is prohibited in the Community Center. An additional fee may be imposed if a caterer is utilized by the renter/lessee.

The City of Campbellsburg in not responsible for lost or stolen property. Nor is the city responsible for damage to personal property belonging to those attending any event or function on city property.

Initial _____

CANCELLATION AND PAYMENT POLICY

Notification of a cancellation must be made at least 1 week prior to event rental date. Cancellation less than 1 week prior to event rental date may result in forfeiture of deposit.

A deposit of \$100 is required and must be paid at the time of rental/lease. The deposit will be refunded in a reasonable amount of time unless damages are assessed at the time the facility is inspected by a representative of the City of Campbellsburg. The deposit will be forfeited if the facility has been damaged or if additional cleaning is required.

Note that Community Center hours vary seasonally. Events open to the public will be announced on the city's website at cityofcampbellsburg.org and on Facebook.

ITEMS SUPPLIED BY CAMPBELLSBURG COMMUNITY CENTER

| | |
|-----------------------------|---------------------------|
| PAPER TOWELS | TOILET PAPER |
| CLEANING SPRAY | TABLES |
| DISH SOAP | CHAIRS |
| BROOM | TRASH BAGS |
| DUSTPAN | MOP |
| VACUUM | TRASH CANS |
| EXTENSION CORDS | GLASS PUNCHBOWL & 16 CUPS |
| REFRIDGERATOR AND FREEZER | MICROWAVES |
| TWO-BURNER COUNTERTOP STOVE | COFFEE MAKERS |

FOR QUESTIONS OR COMMENTS CONTACT:

Samantha Leachman
Community Center
City of Campbellsburg
8191 Main Street, P.O Box 67
Campbellsburg, KY. 40011
502-532-0070 Office
502-532-0039 Fax
ccdirector@cityofcampbellsburg.org

For after hours emergencies during your rental period, call 706-0015.

Facility Decorations

Please remove all decorations when cleaning up after your event.

Do Not Use:

- Push pins/ thumbtacks
- Duct Tape
- Scotch tape
- Any other items that may damage walls or paint

Can Use:

- Blue Painters Tape
- Command strips that remove cleanly
- Removable mounting putty

Agreed. Initial_____

Table and Chair Arrangement

Each rental is provided with eight round tables with eight chairs at each table. Four rectangle tables will be placed on the back wall and one at the front entry. You may rearrange tables as you would like, but everything must be placed as it was found to prepare for the event rentals following yours. If you need more tables, please call us the week before your event and we will provide more tables and chairs for you to set up and take down. Please do not allow children to climb on any tables or chairs, as injury may result.

Available:

13 round tables 8 feet across. Seats 8-10 chairs

7 rectangle tables. 6 feet long.

Enough chairs to seat 8 at all 13 tables.