



CITY OF LONE JACK  
Phone(816) 582-9581  
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## **Event Rental Agreement**

This Event Rental Agreement for the Lone Jack Civic Center is entered into between the City of Lone Jack, Missouri and \_\_\_\_\_ ("Renting Party"). The Civic Center is located at **509 S. Bynum Road, Lone Jack, Missouri 64070** and is referred to herein as the Facility. The City rents the Facility to the Renting Party subject to the following terms and conditions:

### **A. HOURS OF RENTAL:**

1. Available for rental, 7 days a week, between the hours of 8:00 a.m. to 1:00 a.m. No Exceptions.
2. The Facility may be reserved twelve (12) months prior to the event. Reservations are confirmed on a first- come basis when all requirements are met, the rental form completed and deposit ispaid.

### **B. FEE SCHEDULE:**

1. **Basic Rental** (Main Room) \$450.00 8:00 a.m. to 1:00 a.m. (Equipped with 1 refrigerator and receptacle for ice storage)
2. **Deluxe Rental** (Main Room & Kitchen) \$550.00 8:00 a.m. to 1:00 a.m. (Equipped with Sinks, 2 refrigerators, deep freeze, convection oven, stove w/oven, microwave, electric warming table)
3. Security Deposit - *no alcohol* \$250.00 CASH ONLY
4. Security Deposit - *with alcohol* \$350.00 CASH ONLY
5. Once the building is opened on the rented date, the renting party, or their representative, must stay with the building until closed.
6. The kitchen at the facility can be rented for catering purposes. The use of the kitchen will be for preparation, minimal cooking/heating and clean up. The use of counters, sinks, certain cooking/heating equipment and wash/clean up areas are included. The repair or replacement of any damaged equipment will be the responsibility of the renter and/or caterer.

### **C. PAYMENT PROCEDURES:**

1. Dates are not reserved until this signed agreement and the security deposit is received.
2. The rental monies must be received 1 month before the lease date or the date will be forfeited.
3. If the Facility is rented less than a month ahead of the event, the monies must be in the form of cash, money order or a certified cashier's check.

### **D. EQUIPMENT AVAILABLE:**

1. The Facility is approximately 6000 sq. ft. and is equipped with (30) eight foot tables, approx. 300 chairs.
2. It is the responsibility of the renting party to set up and take down the tables and chairs. **(do not block air vents)**
3. No equipment, tables or chairs are to be removed from the building.
4. Do not leave any tables or chairs in the back storage area.

### **E. RULES OF USE:**

1. The Renting Party must be 21 years of age.
2. The Renting Party is responsible for all damages to the property and should survey the property prior to use, completing the pre- rental checklist.
3. The Renting Party is responsible for proper conduct of any and all persons at an activity.
4. In the event of any problem or accident of a serious nature, the Renting Party will use good judgment in the notification of appropriate local authorities, as well as the Civic Center management.
5. During the rental period, the Renting Party shall have access to and shall use only the main room, restrooms, kitchen,

- entry area and grounds requested.
6. Use of The Facility for purposes other than those stated in the rental agreement will result in forfeiture of the security deposit.
  7. The Civic Center reserves the right to have Law Enforcement enter the building or patrol the parking lot to ensure compliance.
  8. Failure to adhere to any listed condition in this agreement will result in forfeiture of deposit and ineligibility for future use.
  9. Smoking is prohibited in the Facility.
  10. Weapons of any kind are strictly prohibited in the Civic Center and on the grounds.

**F. ALCOHOLIC BEVERAGES/ILLEGAL DRUGS:**

1. Any organization renting the Civic Center that intends to serve alcoholic beverages during the event, must provide proof of a Host Liquor Liability endorsement to its insurance.
2. If alcohol is sold, the Renting Party must hire a state licensed bartender or caterer and provide proof of license.
3. Alcoholic beverages will not be provided to or consumed by anyone under the age of 21.
4. Illegal drugs will not be allowed or used on the premises.

**G. CLEANING POLICY:**

1. The Renting party is responsible for emptying all trash into the dumpster that is provided, picking up trash in the surrounding parking lot and the removal of all decorations.
2. Trash cans and liners are provided for clean-up.
3. The Civic Center assumes no responsibility for any articles or items brought in or delivered to the building for use by the renter and/or his representatives or left in the building following the rental. Items left in the Civic Center after the rental is complete will be disposed of immediately.
4. Return clean tables and chairs to their original position and do not block any air vents.

**H. CANCELLATIONS:**

1. For reservations cancelled 30 days or more before the event, all rental fees will be refunded, with the exception of an administration fee of \$50.00.
2. For reservations cancelled less than 30 days prior to the event, \$150 of security deposit will be forfeited. All rental fees will be refunded.
3. The Civic Center must receive written notice thirty (30) days prior to the rental date, in order to receive a full refund. Written notice must contain the renting party's name, date/time of reservation and the letter shall be dated and signed. The Civic Center will not be responsible for delays or not receiving a cancellation due to mail service.

**I. DEPOSIT REFUND:**

1. If trash is not emptied and decorations are not removed, the renting party may forfeit part or all of their deposit.
2. Upon completion of the rental period, the Rental Party and Civic Center representative will post check The Facility. If there are no damages and the event did not extend beyond the rental period, the Civic Center will return the deposit within 2 weeks.
3. If The Facility has been damaged, the Civic Center will notify the Renting Party of such damage in writing and state the amount of deposit to be forfeited. Amount of damage will be determined solely by the Civic Center.
4. The Renting Party is responsible for reimbursing the cost of damage in excess of the deposit within 7 days of written notification. If the Renting Party does not reimburse the Civic Center, legal action will be brought against the Renting Party.
5. If alcohol is detected in the building or on the premises without an alcohol rental, the \$250 security deposit will be forfeited.
6. If the Renting Party or their representative is not on the premises or if The Facility is left unattended, the entire security deposit will be forfeited.

**J. SAFETY RULES:**

1. A fire extinguisher is located in the kitchen area and by the south door.
2. If snow and or ice is present during or after the event, it is the Renting Party's responsibility to remove. The Civic Center or City assumes no responsibility to remove snow or ice.
3. All doors must remain unlocked during the hours of the event.
4. All exits must remain clear and accessible.
5. Do not block any heating and air conditioning vents.
6. No candles or open flames will be allowed in the building without prior approval.
7. No smoking in The Facility.
8. Maximum occupancy of The Facility is 300 persons.

**K. DECORATION GUIDELINES:**

1. Decorations shall not be placed, mounted or hung on the walls or ceiling. No stapling or tacking to the tables, chairs or walls. **NO tape of any kind can be used on any surface.**
2. Use provided hangers to put decorations on walls.
3. After event is over, decorations (confetti, balloons, string, streamers, etc.) must be removed from all allowed areas, including walls and tables.
4. Do not block any heating or air conditioning vents.

**L. INSURANCE:**

If admission is charged at the door by the Renting Party organization and/or the event is open to the general public, the Renting Party must provide the City with a certificate of insurance showing the City of Lone Jack as an additional insured in the amount of \$1,000,000.00, unless waived or modified by the City's Board of Alderman. This insurance coverage must be so stated on the organization's existing liability policy. This coverage must be shown to the Civic Center's event coordinator no later than one week before the rental date.

# RENTAL AGREEMENT

I/We the undersigned Renting Party understand, accept and agree to conform to the conditions for use of Hensley Hall and premises, which include hours or rental, fee schedule, payment procedures, equipment available, rules of use, alcoholic beverages/illegal drugs, cleaning policy, cancellations, deposit refund, safety rules, decoration guidelines and insurance.

I/We the undersigned Renting Party agree to indemnify, protect and save harmless the City of Lone Jack, Lone Jack Civic Center and/or employees from any and all claims of others for injuries to person or property occurring in or upon the premises of the said premises by agreement, and arising out of the use, occupancy or operation of the said premises by the Renting Party, except such claims for injuries as are caused by the intentional willful act of the Civic Center.

The Civic Center exercises a Hold Harmless Policy during all rentals. This releases the Civic Center from any claims which may arise out of accident or injury sustained by the Renting Party or any in attendance when renting Hensley Hall.

**Rental Purpose:** \_\_\_\_\_ **Date/Hours of Rental:** \_\_\_\_\_

**Responsible Renting Party** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

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FOR OFFICE USE

(Basic Rental) \$ \_\_\_\_\_ Date (Deluxe Rental) \$ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Paid \_\_\_\_\_ Date Alcohol Sec. Deposit \$ \_\_\_\_\_ Paid \_\_\_\_\_ Date  
(separate from rental fee) (separate from rental fee)

Deposit Refunded \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of Insurance Required: Yes No Company: \_\_\_\_\_

Licensed Bartender/Caterer required: Yes No Company: \_\_\_\_\_

**Renting Party Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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