

RENTAL AGREEMENT - BAY CITY COMMUNITY HALL

Renter's Name: _____	Date of Rental _____
Daytime Phone: _____	Type of Event _____
Address: _____	Estimated Number of People to Attend _____
_____	Alcohol* Yes / No
Rental Fee: _____	Cleaning Deposit _____

- 1) Dishes or other utensils used shall be washed, dried, and stored away. Please bring your own soap and towels.
- 2) Sinks, counter tops and appliances shall be left in clean condition. Please do not put food items down the sink.
- 3) Stove burners, oven lights and heaters shall be turned off. Turn **ONLY** the heaters off by using the identified circuit breakers. **DO NOT** turn off any other circuit breakers.
- 1) It is the renter's responsibility to set up tables and chairs and return them to the storage racks after use. **Table tops shall be clean before returning to storage racks.**
- 2) The floors shall be swept and mopped after each event for food and liquid spills, including the restrooms. Use only hot water and bleach. **DO NOT USE FRAGRANT CLEANERS.**
- 3) Please bring your own containers for trash and refuse. **It is the renter's responsibility to haul the trash away.**
- 4) Cans, bottles, cigarette butts, or other litter shall not be discarded outside the building.
- 5) **Loud or boisterous behavior which might disturb nearby residents is an ordinance violation.**
- 6) ***If ALCOHOL** is to be served; it is the renter's responsibility to provide proof of liability insurance including a host liquor liability clause for \$500,000 and extension of such liability to rented premises.
- 7) Unless prior arrangements have been made with City Hall, the hall must be cleaned up immediately after the event.
- 8) **With the exception of the cleaning crew, the hall shall be vacated by 1:00 a.m.**
- 9) All windows shall be closed and doors locked upon leaving the hall.
- 10) There shall be **NO PARKING** in front of the Fire Department where marked.
- 11) The renter is responsible for the cost of any damages to the hall or equipment. If these damages exceed the cleaning deposit, the renter shall pay the balance owing within 30 days of being billed by the City. If the City incurs attorneys fees in collecting the sums owed, the renter shall be responsible for paying the City's attorneys fees and costs in recovering the damages, in addition to the damage repair cost.

There is a required \$150.00 security deposit which is refundable provided the above conditions have been met. Failure to comply with any of the above conditions could result in partial or complete loss of deposit.

Please note: The City reserves the right to require the renter to provide security as designated by the City at renter's expense.

Signature of Renter: _____ Date: _____

_____ # keys were issued. _____ # keys were returned. Date: _____

Refund of Security Deposit Received by: _____ Date: _____