

THE CITY OF SUTTON, NEBRASKA AND _____, as Renter, agree to the following terms and conditions relating to Renters/ use of the Sutton Community Senior Center on _____ between the approximate hours of _____ and _____.
Renter Name: _____, **Address:** _____
City: _____, **Zip Code:** _____ **Phone:#** _____
Email: _____

Sutton Community Senior Center Rental Rates

Meeting Room (Carpeted Area)

\$15 per hour

Gymnasium/Whole building

\$15 per hour or \$150 for all day (half down at booking)

All day with alcohol (license required): \$400 (half down at booking) PLUS \$200 deposit

*A \$200 deposit is required for all events where alcohol will be served. This deposit will be refunded after the event upon inspection of the property. If there is damage or cleaning necessary, the \$200 deposit will be retained by the center. **The center will also keep the deposit in the event of a cancellation.**

Kitchen

Half Day: \$25 (full amount due at booking)

Full Day: \$50 (full amount due at booking)

Auctions

All Day: \$400

Half Day: \$300

Land Auction: \$50

\$20 extra for use of kitchen

Table/Chair Rental

\$3 per table per day

\$.50 per chair per day (metal chairs)

\$1.00 per chair per day (new plastic chairs)

Special Rates

Elections: \$500

Wedding Rehearsal Dinners: \$50 extra for rental the night before the wedding

*Keys are available at City Hall Monday-Friday from 8 a.m. to 5 p.m. **All rental fees are to be paid in full before a key is given out. Renter will be responsible for unlocking and locking the entire building before and after using it.**

** For community service organizations, there will not be a charge for the use of the building for meeting purposes if the meeting occurs during normal hours of operation, Monday-Thursday, noon to 4 p.m. If a community service organization is using the building for fund raising purposes, a rental fee is required. Rent paying activities will have first priority for the use of the building. Service organizations include Boy Scouts, Girl Scouts, 4-H, Lions Club, Extension Club, Garden Club, or public-service related meetings.

***The City of Sutton requires anyone serving or selling alcohol on the premise to have a Special Designated Liquor License. The liquor establishment that will be providing the alcohol needs to be contacted at least 90 days in advance of the event in order to get approval by the Sutton City Council.

THE RENTER AGREES:

1. Keys will be picked up ONLY by the renter unless otherwise approved by City Hall Staff. No City employee shall be allowed to pick up a key for a renter.
2. All chairs and tables are put away. Use two people to set table up and take tables down. Do not grab tables at the middle. Round tables should be carried, not rolled.
3. All floors are swept and wet mopped. The gym must also be swept and/or mopped after usage.
4. All restroom facilities are cleaned, including sweeping, mopping the floors, cleaning the sinks, toilets and mirrors and taking out trash. Replace trash bags in trash cans.
5. The kitchen should be completely cleaned, including the sinks, mopping the floor; bagging and putting all trash out in dumpster and replace trash bags into trash cans. Empty and clean the refrigerator, clean stoves and spills in the oven when used, clean the counter tops and wipe off spills on the front of the cupboards and service windows, wash dishes, utensils and put away.
6. The trash will be picked up from around the premises on the outside of the building.
7. The renter shall NOT have access to the center until after 6 p.m. on Thursday for a Saturday wedding. If the renter would like to get into the center before that time, they may have access at a cost of \$150 per day and contingent that no other events are booked at the center at that time.
8. For **BIG EVENTS ALL** cleaning must be completed by noon the day following the event unless otherwise noted.
9. For **HOURLY** events or just **ALL DAY** events cleaning must be done **BEFORE** you leave the building that day. **You will be charged extra if the cleaning is not done.**
10. When renting the building, please double check lights and fans to make sure they are turned off and make sure the doors are locked before leaving.
11. **The renter shall not use tape, pins, nails, thumbtacks, etc. on the walls.**
12. The renter understands that the City of Sutton is not responsible for accidents or for articles left on the premises and that renter agrees to hold the City of Sutton harmless from any and all injury to person and property.
13. The renter understands all activities will cease by 1:00 a.m. except by special request approved by the Mayor and City Clerk prior to the date of the activity.
14. The renter agrees to not allow smoking in the building during the activity.
15. The renter agrees to not drill any holes in cement for tents to be put up adjoining the center; unless pre-approved by the City and a deposit is provided. Tents may be put up but only if a professional event planner/provider has the tents holes done professionally. Special permission from the City is required to place tents up **AND** to drill holes in concrete. Only professional event providers with tents can install tents and drill holes for the same. Holes need to be filled within 2 days of tear down or sooner by the professional event planners. An additional deposit for tents installation of \$200 dollars. This tent deposit will be kept if: holes are drilled in un-authorized areas, holes are not filled after event, and/or damage is done to concrete (cracking or fracturing).
16. The renter agrees all items listed above are in the same condition required before renting and after renting. The renter understands all conditions and responsibilities listed above.
17. The kitchen is not intended for food preparation. The Kitchen is not a licensed catering kitchen. By signing this agreement, the renter understands the City of Sutton is not responsible for food preparation and service because of the renter's event.
18. The City of Sutton shall not discriminate against any renter because of race, religion or national origin. However, the City of Sutton reserves the right to refuse the renting of the Sutton Community Senior Center to any party who has previously failed to comply with the above agreement or with the terms of the City's rules and regulations either in the past or currently.

19. BY SIGNING THIS AGREEMENT, THE RENTER UNDERSTANDS AND AGREES TO BE RESPONSIBLE FOR THE COST OF REPAIRING ANY AND ALL DAMAGES TO THE PREMISES WHICH MAY OCCUR WHILE THE BUILDING IS LEASED TO THE RENTER. ALL DAMAGE REPAIRS WILL BE REPAIRED AT THE DISCRETION OF THE CITY.

[Redacted]
Renter

Total Fee: \$ _____

Amount Down at Booking: \$ _____ Date: _____

Remainder Paid and Date: \$ _____ Date: _____

Date key delivered to renter: _____ Key ID: _____

Name of person key delivered to: _____

Date key returned: _____ By: _____

CONSENT-RELEASE-HOLD HARMLESS

In consideration for my use of the premises known as the Sutton Community Senior Center, I, [Redacted], do hereby release and forever discharge the City of Sutton, Nebraska, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which may be sustained by myself or my activity in consequence of my activity. It being further understood that the City of Sutton is not responsible for the activity for which I am renting the Sutton Community Senior Center.

Dated: [Redacted] Renter: [Redacted]

If you experience problems with the Community Center during your event please call 402-773-4225. During non-business hours a City employee will be on-call to assist you.

Special Arrangements:

Approved

Denied City Office Staff: _____ Dated: _____

Tent usage with Senior/Community Center Rental -- Understanding agreement

(Attachment – Addendum to Rental Agreement)

It is understood by the renter that an extra deposit will be provided to the City of Sutton in the amount of \$100 dollars for the sole purpose repairing any damages that may occur from tent stakes or screws being drilled into the concrete around the community center.

The tent provider should replace any bored holes in concrete with like filler within 24 hours after the event is completed and tent is removed. The renter is still responsible for the replacement of such concrete in holes or the repair of any concrete that may have been damaged because of such boring activity for tent screws or stakes. Any repair work, due to damage, above the amount of the deposit, will be billed directly to the renter.

An inspection by the city administrator or authorized city personnel will be conducted within 24 hours of the removal of the tent stakes and/or screws to assess if any damage was incurred or if replacement filler in bored holes has been completed. If replacement filler concrete for bore holes are completed and there is no indication of other damage due to the activity; then, the tent deposit will be returned. If damage is found, then renter will be contacted, the full deposit will be kept, and any additional costs above the deposit to repair or replace concrete will be paid back to the City of Sutton.

Coordination by the tent provider and/or renter for conducting a dig safe call will be performed before any boring or staking is done for tents being used for the event. All efforts will be made to keep the City informed of ANY changes to tent size or location of such boring for possible impacts to the building or premises. Every effort will be made to utilize the same bore holes for stakes or screws on the location as had been used in the past. I (renter) understand and have read this document and agree to its terms and conditions.

Renter: _____ (printed name)

_____ (signature)

_____ (date)

Witnessed: _____ (printed name)

_____ (signature)

_____ (date)

Check # _____ Cash Received: _____