



Date of reservation _____ **Hours requested:** _____

Name _____

Address _____

City _____ **State** _____ **Zip** _____

E-mail Address _____

Phone #'s: Cell _____ **Work** _____

Number of People Expected _____ **-Seating capacity = 144**

Will bar services be needed? _____

Will you be using our audio-visual equipment? _____

Payment Policy – Payment of the deposit will be required at the time of reservation. The refundable, see Cancellation Policy, deposit amount will be **\$50**, checks are to be made payable to the Audubon Recreation Center. **Reservation is confirmed when completed Rental Agreement and deposit are received by the Audubon Recreation Center.** Rental fees are due by the end of the rental period. Upon approved check list after rental deposit will be applied to rental fees.

Renter's initials: _____

Audio/Video Equipment Policy – The Audio/Video equipment in the community room comes at no additional cost to the room rental. The renter can be shown how to operate the equipment at the beginning of the rental. Audubon Recreation Center staff can assist with equipment is needed. Any misuse of the equipment will result in immediate termination of the rental agreement with deposit not being returned and payment for time in the facility due.

Renter's initials: _____

Room Setup/Take Down: Room will be empty upon entering and upon leaving from your rental contracted times with all equipment back in its proper location. Room can be ready with tables and chairs set up by Audubon Recreation Center for a fee of **\$50**. Audubon Recreation Center will set up

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enough tables and chairs to have 6 people at the required number of tables to get to your number of expected people but not to exceed the seating capacity of the room. Renter will be responsible for table and chair positioning past this as well as decorating. Room take down, wiping off tables, putting away tables and chairs, vacuuming the room, can be arranged by Audubon Recreation Center for a fee of **\$100**.

Renter's initials: _____

Cleaning & Restoration: - All set-up, clean-up & removal of all decorations must be completed during the specified rental period. No decorations are allowed on the walls or ceiling. Rental parties may not arrive early or remain after the contracted rental time. Renters will clean and vacuum the Community Room, see list. It is also the responsibility of the Renter to restore the rental area to the condition existing prior to the Renter's occupancy. A clean-up check list is provided for this space.

Renter's initials: _____

Food & Catering Policy: - Audubon Recreation Center does not offer catering. Outside food is allowed into the community room, no outside food is to enter the restaurant, at an additional fee of \$25. Outside caterers should be in contact with a member of Management for specifics of the facility and what they will have access to. Cakes or cookies and non-alcoholic beverages are allowed in the community room at no extra cost, but any other food or snacks are considered outside foods and the fee will apply. All food and beverage brought into the Audubon Recreation Center Community Room must stay in the Community Room. Absolutely **NO** outside alcoholic beverages are allowed, see alcohol policy. Audubon Recreation Center will provide ice to renters upon request.

Renter's initials: _____

Alcohol Policy: No outside alcohol will be allowed on the premises. A bartender will be staffed with selected alcohol identified in advance, **14 days prior to date of rental**. The need for a bartender will be an added expense to the renter with 0-5 hours being **\$25** and 6 or more hours being **\$50**. The undersigned further agrees that no alcoholic beverage of any sort will be served to any minor or intoxicated person and Renter accepts all responsibility for assuring compliance. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to persons or property during the time that the undersigned has the Community Room rented.

Renter's initials: _____

Damages: - Renter hereby agrees to indemnify and hold harmless the Audubon Recreation Center for any damages occurring to the Community Room during the Renter's occupancy or during occupancy of guests of the Renter during the rental period. Renter also agrees to indemnify and hold harmless the Audubon Recreation Center for any and all claims, demands, damages or lawsuits that may arise or accrue, of any nature whatsoever, during Renter's rental of the Community room, including but not limited to any injuries to persons or property. The undersigned will be held

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responsible for any itemized damage, see list with prices, caused to property, and will be charged at the rate of what matches the invoice of an Audubon Recreation Center chosen vendor for time required to repair, clean up, etc.

Renter's initials: _____

Cancellation Policy – A cancellation of the reservation by the Renter must be made and deposit refund will follow the below scale for return. Refund of deposit will be made by check from Audubon Recreation Center to be delivered to the Renter via USPS mail or handed to signed renter.

- 30 Day notice: 100% return
- 15 Day notice: 50% return
- 10 Day notice: 25% return
- 9 Days or less notice: 0% returned

Renter's initials: _____

Deposit retained for damages or failure to clean or restore: - If, in the sole judgment of the Audubon Recreation Center, there is damage to the Community Room, the Audubon Recreation Center may withhold any or all of the deposit paid by the Renter. This remedy shall be in addition to all other remedies including but not limited to legal action to recover damages. Renter shall be responsible for any and all attorney's fees and expenses incurred by the Audubon Recreation Center in recovering any amounts due either under this Agreement or at law.

Renter's Initials: _____

We are a Smoke Free Environment

Termination: The Audubon Recreation Center reserves the right to terminate this contract at any time without notice.

Pet Policy: No pets will be allowed in the Audubon Recreation Center with the exception of service animals.

Rental Fees (check all needed):

- Wedding/Weekend Package**
 - \$850
 - Access to the Community Room from Friday at 2pm until Sunday at 2pm
 - Bartender for up to 8 hours

- 50 people or less:**
 - \$ 30.00/ hour ---- Deposit \$ 50.00
 - All day rate: \$ 240.00

- Over 50 people:**
 - \$ 60.00/ hour ---- Deposit \$ 50.00
 - All day rate: \$ 480.00

- Outside Food Fee: \$25**

- Bar Services**
 - o 0-5 hours \$25
 - o 6 or more hours \$50

- Set up/Clean up**
 - o Set up \$50
 - o Clean up \$100

I, the undersigned, state that I have read this Agreement and that I understand all the terms therein and agree to be bound thereby. I further agree that my use and occupancy of the Audubon Recreation Center Community Room and the use and occupancy by my guests will comply with all of the terms of this Agreement.

Today's Date _____

Rental Date _____

Signed: _____

For Office Use: Date Received: _____

Fee check amount and #: _____

Deposit check amount and #: _____

Deposit returned or applied to balance: _____ Returned by: _____

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