



Date of reservation _____ Hours requested: _____

Name _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____

Phone #'s: Cell _____ Work _____

Name of Group/Event _____

Number of People Expected _____

-Seating capacity = 144 (20 white round tables & 8 rectangular tables)

Will bar services be needed? _____ (alcohol policy page 2)

Will you be using our audio visual equipment ? _____

Will you need catering from us? _____

Payment Policy – Payment for the rental and a check for the damage deposit will be required at the time of reservation. Refundable damage deposit amount will be **\$150** (POST dated to the date of your reservation.) Checks are to be made payable to the Audubon Recreation Center. **Reservation is confirmed when completed Rental Agreement, payment and damage deposit are received by the Recreation Center.** The undersigned will be held responsible for any itemized damage caused to property and will be charged at the rate of \$ 25/ hour for time required to repair, clean up, etc.

Renter's initials: _____

Tables will be set up and taken down by the Recreation Center.

Cleaning & Restoration: - All set-up, clean-up & removal of all decorations must be completed during the specified rental time period. No decorations are allowed on the walls or ceiling. Rental parties may not arrive early or remain after contracted rental time. Renters will clean and vacuum the Community Room. 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 in the Community Room.

Renter's initials: _____

Food & Catering Policy: - If the renter wishes to have food in the community room the Audubon Rec Center does offer catering. Prior arrangements must be made with the restaurant manager to cater the event. Outside food is allowed into the community room at an additional fee. For groups over 50 people, the outside food fee is an additional \$50 and for groups under 50 people the fee is \$25. Other caterers are allowed. Cakes are allowed at no extra cost, but any other food or snacks are considered outside foods and the fee will apply. Absolutely NO outside beverages are all allowed. Beverages can be purchased through the rec center.

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. 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.

Renter's initials: _____

Cancellation Policy – A cancellation of the reservation by the Renter must be made at least 10 days in advance of the date of the reservation in order to receive 50% of the rental fee and 100 % of the damage deposit. Any reservation cancelled 30 days or more in advance will result in 100% of the rental payment and 100% of the damage deposit refunded.

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 damage 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 Fee:

50 people or less:

- \$ 25.00/ hour ---- Damage deposit \$ 150.00

-All day rate: \$ 200.00

-Outside food: additional \$25.00

Over 50 people:

-\$ 50.00/ hour ---- Damage deposit \$ 150.00

-All day rate: \$ 300.00

-Outside food: additional \$50.00

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: _____

AUDUBON RECREATION FOUNDATION IS A 501(c)(3)

For Office Use: Date Received: _____

Fee check amount and #: _____

Deposit check amount and #: _____

Date Deposit returned/shredded: _____ Returned by : _____