

THE GROVE COMMUNITY CENTER, INC.

C/O 5275 Texas 236 Highway, Moody, Texas 76557

FOR RENTAL INFORMATION CONTACT

Miriam Winkler 254-721-3670

Glenn Schwanke 254-231-1486

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RENTAL AGREEMENT

This agreement is entered into by and between The Grove Community Center, a Texas non-profit corporation, hereinafter called "owner", and _____

whose address is _____

and telephone number is _____, hereinafter called "renter", upon the following terms and conditions.

1. **PREMISES:** Owner rents to renter for the time hereinafter specified and for the rental amount hereinafter specified the property known as The Grove Community Center in The Grove, Texas, hereinafter called "premises".
2. **USE:** Rental shall use the premises for the purpose of _____ and for no other purpose. Renter shall comply with the laws, regulations, and ordinances respecting the use of the premises and shall not create or permit a nuisance to exist.
3. **RENTAL DATE:** Renter shall be allowed to use the premises from _____ to _____ on _____.
4. **RENTAL RATE:** Renter shall pay the total sum of _____ as rental. Fifty percent (50%) of the total sum shall be due and payable upon signing this agreement and shall be **NON-REFUNDABLE**. The balance is due four weeks prior to the actual rental date. Failure to pay the balance upon the due date will result in the renter being denied access to the premises.
 - a. **Rental rate for Saturday from 9:00 AM to 12:00 AM (midnight): \$1200**
 - i. Rate includes kitchen with ice maker and vault
 - ii. Band/DJ shall stop by 11:30 PM, allow time for clean-up, and everyone must be out of building by midnight or you will be charged \$125
 - iii. An additional four hours for decorating on Friday can be added for \$300 (you can choose 3:00 PM to 7:00 PM or 4:00 PM to 8:00 PM)
 - b. **Rental rate for Weekend from Friday 9:00 AM to 9:00 PM and Saturday 9:00 AM to 12:00 AM (midnight): \$1750**
 - i. Rate includes kitchen with ice maker and vault
 - ii. Band/DJ shall stop by 11:30 PM, allow time for clean-up, and everyone must be out of building by midnight or you will be charged \$125
 - c. **Rental rate for Sunday through Thursday for four hours: \$500**
 - i. Rate includes kitchen with ice maker and vault
 - ii. Rate includes two hours for decorating immediately before the event starts
 - iii. Additional two hours for decorating can be added for \$200
 - iv. Additional event hours can be added for \$125 per hour
 - v. If there is no event scheduled for Saturday when booking, Friday can be rented for four hours

5. **DAMAGE, CLEANING, AND RENTAL POLICIES:** A \$250 compliance deposit is required along with the rental deposit in separate cash. If no damage is found and the rules of the contract have been followed, the compliance deposit will be returned within two weeks following the event. In the event that the damage exceeds the compliance deposit, the renter will be responsible for any of the remaining balance.
- a. No nails, tape, or tacks are to be used on the walls
 - b. No glitter, confetti, snow flocking, hay, or dance powder may be used inside the building
 - c. No confetti, glitter, or any paper products may be used outside (i.e. during send-off)
 - d. No glass bottles allowed in the main hall area (glass bottles may be poured in the kitchen and served from the bar in plastic cups)
 - e. Tables and chairs shall be left as you found them (20 round tables and 160 chairs)
 - f. Tables and chairs seat approximately 300 and must remain inside the building at all times
 - g. Extra tables and chairs are in the storage room and may be used, but must be returned to the storage room
 - h. You must pick up all trash and clean the tables
 - i. Put all trash in the dumpster at the rear of the building (near the BBQ shed)
 - j. The kitchen must be returned the way you found it when you rented it. If large items such as coffee maker, tea containers, microwave, stovetop, and oven are used, please make sure they are properly cleaned and stored as you found them.
 - k. Clean up any spills on the floor; the janitor will sweep and mop
 - l. Keep doors closed during the event to conserve energy
 - m. No smoking is permitted inside the building
 - n. Supplies belonging to the owner are inventoried; renter will be billed for any supplies that are missing (over the \$250 compliance deposit)
 - o. Personnel will be available to ask about switches to lights, thermostats, etc. when opening up the building
 - p. In case of spills, janitorial supplies are located at the south end of the hallway
6. **SECURITY:** All events require security guards. Security guards must be present as soon as the event begins. Events without alcohol require one security guard. Events with alcohol require two security guards. Security will be arranged by owner. The cost will be in addition to the rental rate and compliance (damage) deposit. The fee will be listed in the fee section of your rental contract.

7. **HOLD HARMLESS AND INDEMNITY:** Renter accepts the premises in the condition that they are now in and warrants to owner that they are in sound condition and suitable for renter's purposes. Owner shall not be liable to renter or any person coming on or around the premises during any use by the renter for damages or injuries or whatever type or nature and however incurred. Renter agrees to indemnify and hold owner harmless of any form of loss, cost or expense of whatever type or nature, including court costs and attorney's fees as a result of any claim made by any person as a result of any type of damage or injury suffered in our about the premises during, after, or as a result of or in connection with the renter's use and/or occupancy of the premises. A deposit fee will be required and will be refundable upon inspection of the building and equipment. The deposit fee may be waived at the discretion of the Board of Directors.

8. **CONTRACT DUE DATE:** In order to reserve the stated date, please sign the contract and return 50% of the rental facility fee (cash/check) payable to The Grove Community Center by _____. Executed in duplicate copies this _____ day of _____, 20_____. Return one signed copy to: Miriam Winkler, 5275 Texas 236 Highway, Moody, Texas, 76557

TOTAL FACILITY RENTAL FEE:

Rental deposit (50% of total fee)	_____	is due by	_____
Remaining rental balance	_____	is due by	_____

ADDITIONAL FEES:

Security fee	_____	is due by	_____
(must be paid in cash)	_____		
Compliance (damage) deposit	_____	is due by	_____
(must be paid in cash)	_____		

9. **RENTED BY:**

Name	_____
Address	_____
Signature	_____
Date signed	_____

RELEASE OF COMPLIANCE (DAMAGE) DEPOSIT (CASH)

On the day listed below, the compliance (damage) deposit of \$250 cash that was collected upfront is being returned having met all the damage, cleaning, and rental policies.

DATE: _____

RENTER'S NAME: _____

RENTER'S SIGNATURE: _____

THE GROVE COMMUNITY CENTER BOARD MEMBER NAME: _____

BOARD MEMBER CHECKLIST

	Leave out 20 round tables and 160 chairs in place; additional tables and chairs returned to the storage closet
	Stage left clean with no stains, nails, hay, etc.
	No glass bottles in main hall
	No confetti, glitter, or hay in the building
	No confetti, glitter, paper used outside
	No nails, tape, or tacks used on the walls
	No snow flocking or dance powder used on the floors
	Spills on the floor cleaned up
	Two beer spigots and three CO ₂ bottles in place
	Check microwave and oven for food
	Coffee maker with 4 pots remain
	Two large tea containers in sink area
	Ice chest and rolling cart in kitchen
	Three trash cans in the hall and one in the kitchen
	Check bathrooms for graffiti on walls and stalls
	Parking lot free of trash, bottles, and cans
	Check area around BBQ pit for fires, trash, and cook shack locked
	All trash in dumpster