

# The Riverside Center

## Rental Agreement Form – NON Alcohol Event

### Rental Party Contact Information

Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rental Information

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of event \_\_\_\_\_

Rental Time: Open Riverside Center doors for my event at: \_\_\_\_:\_\_\_\_ Close Doors at: \_\_\_\_:\_\_\_\_

Check box:

- I understand that I am responsible for setting up, tearing down, and cleaning up after my rental. This includes setting up tables, chairs, any decorations, cleaning up spills, sweeping, moping and emptying trash cans after my event. I have included the necessary extra time (before and after my event) in my rental time above.

\*\*\*Riverside Center may be available during our normal office hours for you to set up prior to your rental at no charge. Ask us about availability for set up time when making your reservation\*\*\*

Tables and chairs for up to 200 people are provided by Riverside Center to all rental parties at no extra charge. Please List *any additional* needs you may need for your rental (other than tables/chairs):

\_\_\_\_\_  
If your event is open to the public, Please provide us with general event information for our community calendar:  
For example: event start time, ticket cost, fundraising info, etc.

Check desired room(s) for your rental:

- North Harvest Hall (\$60 hr)     South Harvest Hall (\$40/hr)     Garden Room (\$40/hr)     Gazebo (\$40/hr)

### Deposit/Balance

1 hour deposit of \$\_\_\_\_\_ paid on \_\_\_\_/\_\_\_\_/\_\_\_\_ Deposit Receipt # \_\_\_\_\_

- (\$10/hr non-profit rental rate (no deposit required)     City Sponsored Event (no charge)

Balance of \$\_\_\_\_\_ paid on \_\_\_\_/\_\_\_\_/\_\_\_\_ Balance Receipt # \_\_\_\_\_

### Reservation/Cancellation Policy

A completed rental agreement form and a NON-REFUNDABLE (1hr) deposit is required to reserve rentals. Deposits are not required for special flat fee reoccurring rentals. All rental cancellations must be made at least 24 hours in advance of the time of your rental. Cancellations made within 24 hours of the start of the rental will be charged 50% of the rental balance.

Renters Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*You must sign and date the rules/disclaimer on back of this page to complete the rental agreement\*\*\***

## **RENTAL RULES**

1. **There is no Alcohol Permitted of Any Kind for this rental. This includes inside the building and anywhere outside on Riverside Center grounds.**
2. Report to Building Supervisor for questions or problems during your rental. If you are unsure about anything PLEASE ASK!
3. Rental Party is responsible for all setup and clean up, including (sweeping/mopping floors/ taking out trash) for all rooms used.
  - a. Before taping things to light fixtures and walls please ask the building supervisor for permission.
  - b. Do not tape or hang anything to dry wall.
  - c. Do not tape or hang anything from ceiling.
  - d. Do not tape anything to screen on North Harvest room wall.
  - e. Do not stand on tables, window ledges or countertops for ANY Reason. Please ask for a ladder.
  - f. The use of confetti, glitter, rice, or like products for decorating purposes is prohibited.
  - g. All decorations and tape must be removed at the time of clean up.
  - h. Please make sure that all tables and chairs get put back on the appropriate carts and/or racks.
4. Must use wood tables for all hot foods and heavy items.
5. Need to limit the number of electrical devices plugged into outlets. To many electrical devices plugged into the same outlet will overload the breaker causing it to kick off.
6. Must stay within the rooms designated for the rental.
7. Riverside Center does not supply any items used for decorating such as extension cords, table covers, scissors, tape, kitchen utensils, towels etc.
8. Riverside Center is a SMOKE FREE facility. And there is no smoking within 8 feet of the building doors.

## **Disclaimer**

Whereas it is understood that the renting party is responsible for monies owed to Riverside Center are due on the date of the rental. Whereas it is understood that the renting party is responsible for loss, damage or injury occurring during rental/setup/clean up times and should any damage result to said facilities and/or equipment, the renting party shall replace or reimburse the Decatur Parks and Recreation Department for the costs, including materials and labor and other necessary charges levied to replace damages. Furthermore as part of the consideration of this Agreement, the renter agrees to indemnify and save and hold harmless the Parks and Recreation Department, the City of Decatur, its officers, employees, agents, and servants from any liability, loss and/or damage the city may suffer as a result of any claim, demands, cost or judgment against arising from the above rental of the above described facility. Furthermore the renter agrees to defend against any and all claims brought or actions filed against the City, or its agents, whether such claims or actions are rightfully or wrongfully brought or action filed with respect to the subject of the indemnity here, renter agrees that the City may employ attorneys of its own selection to appear and defend the claim or action on behalf of the City, at the expense of the renter.

I have read and understand and agree to all of the **Rules** and **Disclaimer** above:

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(Rental Party Signature)

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(Date)