

The Riverside Center

Rental Agreement Form

Name _____ Phone # _____

Address _____ City _____ St. _____ Zip _____

Emergency contact name: _____ Emergency contact #: _____

Type of event _____ Approximate number of people to attend: _____

Event Date: _____ Time: beginning at _____ and ending at _____

Setup date _____ Setup time _____ #of tables _____ #of Chairs _____

List any special needs for your rental _____

Please Circle the Desired Rental:

Whole Harvest Hall (\$62 hr)	North Harvest Hall (\$38 hr)	South Harvest Hall (\$32 hr)	Garden Room (\$32 hr)	Lobby (\$32 hr)	Gazebo (\$32 hr)
---------------------------------	---------------------------------	---------------------------------	--------------------------	--------------------	---------------------

Special flat fee rentals _____

1 hour deposit of \$ _____ paid on _____ Deposit Receipt # _____

Balance of \$ _____ paid on _____ Balance Receipt # _____

Reservation 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 (Flea Markets, etc.)*

Cancellation Policy 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.

Disclaimer: Whereas it is understood that the renting party is responsible for monies owed to the caterer and that all monies owed to the 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.

Renters Signature _____ Date _____

Employee Signature _____ Date _____

*****Please sign and date the rules on back of this page to complete the rental agreement*****

1. No Alcohol /Smoking Permitted of Any Kind

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. Unless previously approved by Riverside Staff.
- h. Please make sure that all tables and chairs get put back on the appropriate carts and/or racks. Please ask building supervisor for assistance.

4. Must use wood tables for all hot foods.

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. No drinks or food in lobby unless you have payed for a lobby rental

7. Must stay within the rooms designated for the rental.

8. Riverside Center does not supply any items used for decorating such as extension cords, table covers, scissors, tape, kitchen utensils, towels etc.

Thank You!

I _____ (Rental Party) have read and understand and agree to all of
(Please Print Name) the above mentioned rules.

_____ (Rental Party) Date: _____

(Signature)