

Riverside Center
Rental Agreement Form
Event with alcohol

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Emergency contact name _____ Emergency contact phone _____

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 _____

A BARTENDING SERVICE MUST BE USED FOR ANY EVENT SERVING ALCOHOL

Name of bartending service _____

Contact name(s) _____

Address _____ City _____ State _____ Zip _____

Phone _____

List any special requests for your rental _____

\$200 deposit paid on _____ Deposit Receipt # _____

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

Reservation policy A completed rental agreement form and a **NON-REFUNDABLE \$200 deposit** is required.

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 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.

Renter signature _____ Date _____

Riverside representative signature _____ Date _____

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RIVERSIDE CENTER RULES AND REGULATIONS

Renter must agree to abide by all rules and regulations below when renting Riverside Center

Fees

The fee for events serving alcohol is \$100 per hour with a three hour minimum. The required deposit is \$200 for Riverside Center to reserve your event date. Full payment must be made seven business days prior to your event. This fee is in addition to the room rental fee.

Bartending service

Your event must use a bartending service to serve alcohol. An individual with an alcohol serving license does not constitute a bartending service. If you need assistance with finding a bartending service, please contact Riverside Center staff.

Please attach the following documents to this application

_____ Copy of bartending service insurance

(\$1 million coverage, with City of Decatur listed as additional insured)

_____ Copy of approved Indiana excise permit

Your event must have two police officers on duty. It is the responsibility of the renter to secure officers for your event. It is also the responsibility of the renter to pay the officers' hourly fee of \$50 per hour* per officer for your event. This fee is due at the time of deposit. Please write a separate check to the appropriate agency. Officers on duty must be with the Adams County Sheriff's Department or Decatur Police Department.

**Officer hourly rate is subject to an annual review.*

Please have officer(s) that will be on duty for your event sign below

Signed officer name

_____ Adams County Sheriff's Department
_____ Decatur Police Department

Signed officer name

_____ Adams County Sheriff's Department
_____ Decatur Police Department

Bartending service will cease serving alcohol 30 minutes prior to the end of the event.

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Riverside Center rules for all events

Report to Building Supervisor for questions or problems during your rental. If you are unsure about anything PLEASE ASK!

Rental Party is responsible for all setup and clean up, including (sweeping/mopping floors/ taking out trash) for all rooms used.

Before taping things to light fixtures and walls please ask the building supervisor for permission.

Do not tape or hang anything to dry wall.

Do not tape or hang anything from ceiling.

Do not tape anything to screen on North Harvest room wall.

Do not stand on tables, window ledges or countertops for ANY Reason. Please ask for a ladder.

The use of confetti, glitter, rice, or like products for decorating purposes is prohibited.

All decorations and tape must be removed at the time of clean up, unless previously approved by Riverside Staff.

Please make sure return all tables and chairs to the appropriate carts and/or racks. Please ask building supervisor for assistance.

Must use wood tables for all hot foods.

Please limit the number of electrical devices plugged into outlets.

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

Must stay within the rooms designated for the rental.

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

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Reservations are confirmed only after this agreement is signed by the user, Mayor, Parks Department, and the deposit is made.

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

(Signature) (Rental Party) Date: _____

Mayor Ken Meyer

Date

Jeremy Gilbert, Decatur Parks Department

Date

Riverside Center staff representative

Date