

APPLICATION FOR CALLAWAY COMMUNITY CENTER RENTAL

Rental fees:

- Entire Facility -- \$150.00 per day, \$75.00 ½ day (5hrs)
- Kitchen, Meeting Room or Balcony each -- \$25.00 each per day
- Gym only -- \$25.00/2 hrs, \$15.00 each thereafter

Add-on:

- If alcohol is served -- Additional \$50.00 per day

Damage/Reserve Deposit must be paid within 48 hours of the time of reserving the Community Center. Deposits may be made in person or on phone with credit card payment.

Deposit is expected at the time of reservation.. \$100.00 w/o alcohol, \$200.00 with alcohol.

Rental agreement is attached, it must be signed before you will be given the key for rental.

Renter Name: _____ Date: _____

Contact Phone #: _____

Part of the Community Center you are renting: (check all that apply)

____ Meeting Room

____ Balcony

____ Kitchen

____ Gym

Date of Event: _____ Time of Event: _____

Event Description: _____

Is Alcohol being served: Yes No

Office Use Only:

On Calendar: Yes No Rental Agreement Signed: Yes No

Deposit Amount: _____ Date Paid: _____ Check # _____ Card _____ Cash _____

Approved Representative for return of Deposit: _____

Date Refunded: _____ To Whom: _____

If not refunded, reason: _____

Rental fee must be paid in person at the time the key is picked up—before the event it held. Person picking up the key must sign for receipt of key.

Rental Amount: _____ Date Paid: _____ Check # _____ Card _____ Cash _____

Key picked up by : _____

Key Returned: Yes No

Key Returned by : _____

CALLAWAY COMMUNITY CENTER RENTAL AGREEMENT

Damage & reserve deposit: Renter will pay the Village the deposit at the time of reservation. Deposit may be made in person or on the phone with a credit card payment.

Rental fee: Rental must be paid in person when the key is picked up (before the event is held). Exception for the rental fee may be made for local organizations. Person picking up the key must sign for the receipt of key.

KEY: Arrangements will be made with Village Clerk to pick up the key at the Village Office prior to event. Key will need to be returned to Village Office no later than 2 days after event.

Cancellation: If cancellation of building is made 48 hours prior to the event, all damage/reserve deposit will be returned. If cancellation of the building is made less than 48 hours, \$25.00 of the damage/reservation fee will be retained by the Village.

Return of deposit: Cash/check will be returned no later than 7 days from the rental date and return of the key to allow Village employees to check the Community Center for damage. Deposit must be picked up in person or by a representative listed on the rental agreement. The person who receives the damage/reservation deposit must sign when they receive the deposit return of cash/check.

EVENT CONDUCT: Events may not create any hazard nor impose any undue hardship to the Village or neighbors. Smoking is not permitted at CCC. Renter assumes full responsibility for the conduct of persons attending the event, including damages done to the facility.

- *No roller blades, skateboards or roller skates allowed in CCC.
- *No sharp objects or flammable liquid may be used at any time.
- *No engines may be used inside the CCC.
- *Nothing may be attached to the walls or ceiling of the CCC.
- *Nothing other than extremely light objects may be hung from basketball hoops.
- *No decorations may be placed at any entrance in the CCC obstructing the entrance or in the parking lot.
- *No pets or animals of any kind are allowed in the CCC, with the exception of Service Animals.
- *Rice, seeds, petals and confetti are not permitted to be used as decorations or thrown in the CCC.
- *The Village reserves the right to ask disorderly persons to leave CCC.
- *If a village employee is called after regular business hours resulting in the employee going to the CCC, there will be an additional \$25.00 charge, unless it is an emergency.

FOOD/ALCOHOL: Renter may provide food for its event. The Village also permits alcoholic beverages to be served, but not sold for off premises consumption, at private events, under strict compliance with all applicable statutes, ordinances and governmental regulations. In the event that alcohol is served, the Village requires that alcohol be dispensed by a licensed, bonded and insured representative or caterer of Renter. The

Village further requires that the alcohol caterer has secure Liquor Liability Insurance with limits of at least \$1,000,000.00 which names the Village as additional insured. Evidence of such insurance shall be supplied to the Village when rent and deposit is paid.

CLEANING DUTIES: Attached is a cleaning checklist the renter is expected to follow after use. If

Renter does not clean the CCC pursuant to the checklist provided to the satisfaction of the Village staff, an additional cleaning charge shall be assessed and deducted from the deposit. **The CCC needs to be cleaned directly after the event, unless you have it rented for extra time the following day specifically for cleaning purposes. If the CCC is rented the following day for cleaning, cleaning must be finished by 11:00 a.m., as the facility may be rented for the afternoon.**

DAMAGES: In the event the renter or renter's guests cause damage to the CCC, the Village reserves the right to make any repairs as necessary and all costs of repairs will be charged against the deposit.

LIMITED LIABILITY: The Village is not responsible for items left on the premises before or after the allotted event time, or for any loss, theft or other property damage which results during the event.

I agree to adhere to the above rules,

Renter Signature

Date