

VILLAGE OF CLAYCOMO COMMUNITY BUILDING
28 SOUTH DRAKE STREET, CLAYCOMO, MO 64119
REVISED 01/19/2018

We are pleased that you have chosen our Community Building for your special event. We take pride in our facility and look forward to sharing it with you. Our building is a non-smoking facility that can hold up to 300 guests. By signing this rental agreement, you are agreeing to take care of our building under the terms listed.

The building is available for your use from 8:00am to Midnight (1:00am on New Years). You will need about an hour to clean up the building at the end of your event, so plan your event with that in mind.

To reserve the date a \$50 deposit is required along with a completed application. Should you decide to cancel, this deposit is refundable up to four weeks prior to the reserved date. After that time, no refund is possible.

All fees are due four weeks prior to your event. For rental fees, deposits, and cleaning payments make your check or money order payable to the Village of Claycomo. For security/alcohol, fees make your check payable to the Claycomo Police Association.

The person signing this agreement must be present during the event and must be present for the inspections at the end of the event. You must be 21 years of age to enter into this agreement. Proof of residency and current state identification will be required in order to complete the agreement.

THE DAY OF YOUR EVENT...

Picking up & returning the key

The key to the community building can be checked out at the Police Department. Be prepared for this to take up to an hour because an officer must be called to check the key out. Call 816-781-7373 to reach an officer to meet you at the Claycomo Police Station. Wait for the officer under the blue awning at the police station. You are required to show the officer your copy of the agreement reflecting that you have paid in full. We ask that you walk through and note the condition of the building. If you have any concerns, please contact a police officer and ask them to inspect the building prior to your function. Upon returning the key, an inspection of the building is required by a police officer. Only in emergency cases when an officer cannot respond, the key needs to be returned to the Claycomo Fire Department. **Under no circumstances should the key be taken home by the renter.**

Parking

Please note that parking is allowed for your function in the Village Municipal Building parking area only. Please make sure that your guest's park in the designated area only to avoid towing.

Decorations

Decorations are welcome on the windows and tables. We do not allow signs or decorations on the walls or ceiling. Please do not use tape or tacks or rub-on stencils on painted surfaces. If balloons are used, they must be secured. If a balloon gets into a ceiling fan turn it off immediately. The charge for the removal of a balloon caught in a ceiling fan is \$90 per fan.

Liability

The Village of Claycomo assumes no responsibility or liability for any loss or damages to you or your guests during this rental period. You assume full responsibility.

Noise

Music and other noise levels must be kept to an acceptable level. If the noise level becomes too loud, a security/police officer will issue a warning. The second warning will result in the loss of the renter's deposit. A third warning will result in the event being terminated.

HOUSEKEEPING RESPONSIBILITIES

The following housekeeping duties are the renter's responsibility when the Village Cleaning Service has been paid for:

- Wipe down all tables used, returning them to the dollies, stacking the tables evenly between the dollies. Please do not drop the tables as this causes damage to the corners. The table dollies are stored along the far left wall. Do not run the cart into the walls as it causes damage.
- Wipe Down all chairs and stack them twelve high. The chairs are stored in the far left corner.
- All trash, inside and out, must be picked up, bagged and placed by the entry door. The parking lot, sidewalk and landscaping must be free from debris. Outside ashtrays should be free of all trash and should not be left burning.
- Trash bags are not provided.

The following housekeeping duties are the renter's responsibility when the Village Cleaning Service has not been paid for:

- All trash inside and out must be bagged and taken to the gondola. Trashcans must be rinsed after they are emptied. Trash bags are not provided. The parking lot, sidewalk, and landscaping must be free from debris. Outside ashtrays should be free from trash and should not be left burning.
- Tables must be wiped down and all tape and decorations removed from them.
- Tables are to be placed evenly on the two dollies and stored against the far left wall.
- Chairs are to be wiped down and all the tape and decorations removed from them.
- Chairs should be stacked twelve high.
- Clean the window ledges, water fountains, podium and portable bar.
- Wipe down all glass mirrors, windows and doors, removing spots and handprints.
- Turn off the ceiling fans.
- Sweep and mop all floors. Sweep the mats and place them in the entryways. Do not use detergents or cleaners. Cold, clean water works best. Brooms, mops and dustpans are in the storage closet behind the kitchen.

- You must provide your own trash bags, rags to clean with, and dish soap. When cleanup has been completed please wash out the mops and position them so that they will dry by storing them upside down in the mop draining sink behind the kitchen. Dump dirty water into the utility drain in the room behind the kitchen.
- Lower all thermostats to 56° in the winter (September through April) and turn them completely off in the summer (May through August).
- Clean appliances inside and out. Do not use automatic oven cleaner. Turn off the stove. Empty all contents out of the freezer and refrigerator.
- Wipe down kitchen counters and put away any dishes or other items used.
- Empty all trash out of the bathrooms, including the hygiene disposal containers, and replace the liners.
- Flush all stools and urinals.
- Wipe down vanities and walls.

The renter is responsible for picking up and bagging all trash in the building and the parking lot and putting away all table and chairs. This is required with or without the cleaning services.

- There is no garbage disposal; do not dump or pour anything down the sink drain except for water.
- Do not attempt to move the partitioned wall or podium.
- Do not dump any ice, liquids or food on the sidewalk or parking lot.
- If cooking outdoors you must supply a disposal bucket for the grease, charcoal and any other debris that comes from the cooker, grill or smoker.
- If the damage and cleanup costs should exceed the deposit amount, the renter will be responsible for paying such damage costs or additional cleaning fees.
- The Village has the right to refuse or cancel any application.
- If alcohol is being served, the security officer will stay until the building is completely cleaned and vacated. The security officer will inspect the building with a member of your party at the end of your event.
- If you are not serving alcohol, a police officer must be called to inspect the building at the end of your event. You can call [816-781-7373](tel:816-781-7373) to ask for an inspection. The renter must be present during the inspection. If you fail to call for an inspection, you will lose your deposit. An official, who is responsible for the Community Building and is familiar with existing problems, will conduct a second follow-up inspection.

VILLAGE OF CLAYCOMO COMMUNITY BUILDING AGREEMENT

- I have read and understand all of the housekeeping and cleaning requirements for the rental of the Village of Claycomo Community Building. I agree that I will leave the building in the best condition possible for the next group.
- I understand that I am responsible for all damages incurred during my rental period.
- I understand that if everything is in good order when I leave, with no noise violation, I will receive my deposit within two weeks of the date of my event.

Renter's Signature and Date

Village Representative and Date

NAME: _____

ADDRESS: _____

PHONE: _____ PHONE (ALT): _____

RENTAL DATE: _____

Payment Log

\$ _____	Check# _____	Date _____	Initials _____	Balance _____	Fund _____
\$ _____	Check# _____	Date _____	Initials _____	Balance _____	Fund _____
\$ _____	Check# _____	Date _____	Initials _____	Balance _____	Fund _____
\$ _____	Check# _____	Date _____	Initials _____	Balance _____	Fund _____

FEES AND DEPOSITS

Deposit:

Includes the initial \$50 deposit and is returnable if everything is in good order after the inspection and/or no noise violation. Deposit refund will be mailed, expect this to take up to two weeks.

- Damage Deposit \$250

Rental Fee:

- Resident \$100
- Claycomo Business Owner (Business Functions Only) \$200
- Non-Resident \$300

Cleaning Fee:

Required for Friday and Saturday rentals and on any rental serving alcohol. Cleaning fee is optional for Sunday through Thursday, if alcohol is not served. The cleaning fee covers five (5) hours of cleaning service. If additional time is required to clean the building, it will be deducted from our deposit at a rate of \$20 per hour. A \$75 fee will be assessed against renters who leave bio-hazardous waste in the building.

- Cleaning Fee \$180

Security Officer Fee:

Security fee is at a rate of \$30 an hour with a minimum of four hours. Security fee is charged from the time you start serving alcohol until the end of your event.

- Security Fee \$120 Base
- After Four Hours \$ 30 Per Hour

Please note that a portable bar is available for your use in the Community Building. The bar must be stored in the room behind the kitchen at the end of your event. If you do not pay the fee for alcohol and alcohol is found at your event, your function will be shut down and you will forfeit your deposit.

Rental	\$ _____
Deposit	\$ _____
Cleaning	\$ _____
Security	\$ _____ (Payable to Claycomo Police Association)
Total Due	\$ _____

SECURITY INFORMATION

Date of Rental:	_____
Alcohol Consumption Begins:	_____
Alcohol Consumption Ends:	_____
Activity To Be Held:	_____

CLAYCOMO COMMUNITY BUILDING SPECIFICATIONS

The Claycomo Community Building is a great place to hold wedding receptions, anniversary parties, birthday parties or family reunions. The Community Building is also a great facility to rent for business meetings, seminars and training classes.

Call early, weekend dates get booked quickly!

- Building Address 28 South Drake, Claycomo, MO 64119
- Contact City Hall (Mon-Fri 8:00am to 5:00pm)
- Phone 816-452-5539
- City Hall Address 115 E US 69 Hwy, Claycomo, MO 64119
- Occupancy Max 300 People
- Stationary DJ Stand Several electrical outlets are available or this area can be used for a wedding party head table
- Kitchen Freezer, refrigerator, stove available
- Tables & Chairs 3'x8' rectangle tables seat 10, stackable chairs
- Portable Bar Best used by a bartender
- Cathedral Ceiling 3 large ceiling fans
- Air Conditioned 2 separate thermostats
- Restrooms Men's & Women's
- Parking Approximately 60 spaces
- Handicap Accessible Parking and entry ramp
- Hours Available 8:00am until Midnight

If serving alcohol, a security officer (off duty Claycomo Police Officer) must be present from the time your function begins until you vacate the building. More information can be obtained from the City Hall office.

Marked reserved parking spaces must remain available for the Police and City Hall employees.