

**LIVERMORE COMMUNITY HALL RENTAL AGREEMENT**

By signing this agreement, renter agrees to the terms and conditions as set forth in this agreement.

\_\_\_\_\_ (Renter) desires the use and rental of the  
Livermore Community Hall, 2044 W. Cty. Rd.74E (Red Feather Lakes Rd.), Livermore, Colorado 80536 on

\_\_\_\_\_ (date) for the purpose of a

\_\_\_\_\_ (event/activity) and agrees to the following terms  
and conditions:

1. In consideration for the Renters promises herein, Renter shall have use of the Hall on the date/dates listed above and during the hours indicated above.
2. Renter shall pay the Hall the rental fee for the period as stated above, plus a \$250.00 damage/cleaning deposit (fully refundable upon mutual inspection). Our base fees are \$450.00 (one day) for non-members and \$100 per day for additional days; Livermore members are \$75.00 for one day for small (25 or less) groups meeting downstairs only, or \$150.00 donation for larger events (e.g., weddings, receptions etc.). Additional surcharges may be added to pay for the Hall propane, electricity and maintenance expenses. The rent and cleaning/damage deposit plus a copy of insurance are due 30 days prior to the rental date.
3. A signed copy of the "Livermore Community Hall Statement of Policies" and the "Rental Agreement" should be returned as soon as possible to secure the date requested.
4. Renters and guests, invitees or licensees shall occupy and use the Hall in an orderly and reasonable fashion so as to avoid damage to the property, ordinary wear and tear accepted. Please use care in unloading and loading supplies and equipment to avoid damage to the doors and floor. Renter shall leave the Hall in the manner it was found. **Trash must be hauled away and the grounds cleaned.** This cleaning must be completed by 10:00 am the day following the event for the deposit to be refunded.
5. The lower floor of the Hall is set up for food and drink service. The upstairs dance floor is a "no food or drink" area. The floor should be swept before and after usage to help protect the floor surface. The Hall is a non-smoking facility.
6. Storage for event supplies may be allowed at the Board's discretion, for Renter's that have use of the Hall for regular and repeating events.
7. Renter shall exercise use of the Hall at Renter's own risk and shall indemnify the Hall and its Board and Members against any and all liability for injuries, damages, costs, loss of life or property and expenses, including reasonable attorney fees, resulting from, arising out of, or in any way connected with the occupancy and/or use of the Hall by the Renter, Renter's guests, invitees and/or licensees.
8. This agreement shall insure the benefit of and be binding on the successors and assigns of the parties, but may not be assigned without the prior written consent of the Hall.

Accepted by Livermore Community Hall:

\_\_\_\_\_  
Renter signature

\_\_\_\_\_  
Hall representative signature

\_\_\_\_\_  
Renter printed name

\_\_\_\_\_  
Hall representative printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hall representative telephone

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, state, zip code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

<b>Hall use only:</b>	
Check No. _____	Amnt \$ _____
Check No. _____	Amnt \$ _____
Date deposit refunded _____	
Deposit check no _____	

**LIVERMORE COMMUNITY HALL STATEMENT OF POLICIES**

1. The Board of Directors and members assume no responsibility of any accident resulting in injury or death. We require a copy of the Renter’s liability insurance policy, a business policy or homeowner’s policy. A “one day event” insurance policy for liability purposes through an accredited agency is also acceptable. Please include a letter from the agent stating that he or she is aware of the use of this policy. A \$500,000 minimum policy is the requirement for most events. A \$1,000,000 policy will be required for events that could have greater risk. The hall must also be Additional Insured on the policy. A copy of the insurance policy must be sent to the Hall Board at the address listed below at least 30 days prior to the event.
2. **The agreed rental fee will be due at the time of the reservation.** The \$250.00 damage/cleaning deposit is due at least 30 days prior to the event. It will be returned promptly after a complete inspection of the building at grounds at 10:00 am the day after the rental date. We expect that the building will be cleaned to the standard it was found, including floors swept and downstairs mopped, all trash removed from the site as we have no trash removal service, kitchen cleaned, tables and counters wiped down, bathrooms cleaned and trash removed, and tables and chairs returned to the locations found. We have brooms, mops, dish soap, and toilet paper. Plan to bring trash bags for your waste removal and your favorite cleaning products and paper towels. We also suggest that you bring electric extension cords and a cellular phone as there is no telephone at the Hall. **The Hall will not be pre-cleaned for the \$75/\$150 donation fee. The fee collected is for propane, electricity, and general maintenance of the building.**
3. The physical conditions, such as plumbing, heat, lighting, and public access, are as presented and any guaranties or warranties to the Renter are at the Renter’s risk. The Board will continue to keep the Hall maintained and presentable for rental to the best of their ability. In the event of a mechanical failure or other unforeseen occurrences that render the fulfillment of this agreement by the Board impossible or impractical, this agreement shall be terminated or suspended at the Board’s option, and the Renter waives any claim for damage or compensation should this agreement be terminated.
4. The Renter will be responsible for all guest activity and for any damage to the Hall or its contents, except normal and customary wear and tear.
5. The Board reserves the right to review any contract and/or require additional security deposit for large groups. A maximum of 250 persons may attend the function at any one time to conform to fire department guidelines.
6. A 20-day notice is required for cancellation to receive a rent and deposit refund.
7. It is the hope and intent of the Board to have the Hall available for community activities and for the Hall to be available to all community members for their use on a reservation, first-come, first-serve basis. The Hall will also be available for use by any person or group at the discretion of the Board of Directors.
8. **Checks for rental donation and deposit should be made to the “Livermore Community Hall” and mailed in care of the Hall to: Rene Lee, P. O. Box 53, Livermore, CO 80536.**

\_\_\_\_\_  
Renter signature

\_\_\_\_\_  
Hall representative signature

\_\_\_\_\_  
Renter printed name

\_\_\_\_\_  
Hall representative printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign and return both the “Statement of Policies” and “Rental Agreement”**

Thank you for your support of the Hall!!

Livermore Community Hall, Board of Directors  
Tom Peacock & Rene Lee                    221-0997  
Terry and Linn Turner                    493-9262  
Terry Creekmore                    224-9507  
Barbara Scott                    4842060  
Doug Rice                    224-5674  
Danielle Ray-Swords                    484-2469

## **Livermore Community Hall – Cleaning Checklist**

**Please leave the Hall as you found it – or better**

### **Kitchen**

- Floor – sweep and mop
- Counters – wiped down
- Refrigerator, stove, oven – wiped clean if used
- Trash – removed
- Sinks – cleaned, all dishes washed and dried and put away
- Food – removed (we try to avoid feeding the mice)

### **Downstairs, main room, hallways and stairs**

- Floor – sweep and mop
- Chairs – put away neatly stacked against back wall; nicer brown metal folding chairs should be stacked in wooden rolling chair rack
- Tables – wiped clean; fold up tables and stack neatly against back wall; move wooden tables against back wall

### **Bathrooms**

- Floor – sweep and mop
- Trash – removed
- Sinks and counters – wiped down and cleaned
- Toilets – cleaned

### **Upstairs and stage**

- Floor – sweep and dust mop (please do NOT damp mop)
- Chairs – return to racks by the front door
- Trash and decorations – removed

### **Front and rear entrances**

- Remove all trash
- Sweep
- Clean up cigarette butts

### **General outdoor**

- Pick up and remove all trash your guests may have left behind

**Please replace cleaning supplies, rinse out the wet mop and thoroughly shake out the dry dust mop outside. Remember to take all your trash with you. THANK YOU.**

**Renters Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## LIVERMORE COMMUNITY HALL HOLD POLICY

By signing this agreement, renter agrees to the terms and conditions as set forth in this agreement.

\_\_\_\_\_ (Renter) desires the use and rental of the  
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on \_\_\_\_\_ (date) for the purpose of a

\_\_\_\_\_ (event/activity) and agrees to the following terms and conditions:

1. In consideration for the Renters Promises herein, Renter shall have use of the Hall on the date/dates listed above and during the hours indicated above.
2. Renter shall pay the Hall the holding fee for the period as stated above, \$250.00 damage/cleaning deposit (fully refundable upon mutual inspection). Our holding fee is \$100.00 (nonrefundable), applied to the rental fee of \$450.00 if the Hall is used.
3. A signed copy of the "Livermore Community Hall Statement of Policies" and the Rental Agreement" should be returned as soon as possible to secure the date requested.

\_\_\_\_\_  
Renter signature

\_\_\_\_\_  
Renter printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, state, zip code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Accepted by Livermore Community Hall:

\_\_\_\_\_  
Hall Representative signature

\_\_\_\_\_  
Hall Representative printed name

\_\_\_\_\_  
Hall representative telephone

**Hall use only:**

Check No. \_\_\_\_\_ Amnt \$ \_\_\_\_\_

Check No. \_\_\_\_\_ Amnt \$ \_\_\_\_\_

Date deposit refunded \_\_\_\_\_

Deposit check no \_\_\_\_\_

