

2018 Facility Rental Agreement

• **Date of Rental:** _____ • **Type of Activity:** _____

• **I would like to rent the Community Center from:** _____ **AM/PM to** _____ **AM/PM**
(NOTE: This is the time you enter the building to the time you leave. Please give yourself adequate time to set up and clean up.)

• **Estimated Attendance:** _____ • **List recurring dates:** _____

ROOM REQUESTED:

CAPACITY:

HOURLY FEE:

- | | | |
|--|-----------------------------|--------------------------------|
| <input type="checkbox"/> Full Room | Seated Capacity: 189 people | \$400.00/5 Hrs. \$40/Hr. After |
| <input type="checkbox"/> Senior Center | Seated Capacity: 64 people | \$200.00/5 Hrs. \$40/Hr. After |
| <input type="checkbox"/> Dance Room | Seated Capacity: 125 people | \$225.00/5 Hrs. \$40/Hr. After |
| <input type="checkbox"/> Game Room | Seated Capacity: 84 people | \$35.00/Hr. |
| <input type="checkbox"/> Meeting Room | Capacity: 12 people | \$25.00/Hr. |
| <input type="checkbox"/> Gym | | \$35.00/Hr. |

ROOM SETUP REQUIREMENTS:

Seating:

- 80" round tables: _____
 6' rectangle tables: _____

Food/Gift Tables:

- 6' rectangle tables: _____
 8' rectangle tables: _____

Setup Options:

- Standard Set Up: 8 chairs per 80" round table, 2-8' food tables, 1-6' drink table, 2 6' gift tables
 I would like a customized set-up (please attach completed room layout form)

APPLICANT INFORMATION

Name: _____ Phone Number: _____

Address: _____ City/ZIP: _____

- I have received a copy of the rental policies and procedures and agree to the conditions listed.

Signature of Applicant: _____

FOR OFFICE USE ONLY:

Staff taking reservation: _____ Deposit Collected Cash/Check: _____
 Copy given to renter Application Approved Balance Due Date: _____

Rental Fee (Rate x Time Needed): _____

Balance Paid? Cash/Check: _____ Deposit Returned

Comments: _____

Birdsboro Community Memorial Center

Policies and Procedures

- ❖ The room rental agreement must be completed in advance and accompany signed policies and procedures form before reservations will be considered for approval by BCMC hereby collectively referred to as “BCMC”
- ❖ Deposit of 25% of the total fee is required at time of reservation.
- ❖ Reservation deposit is non-refundable for cancellations.
- ❖ The following must be submitted or confirmed 10 days prior to the rental:
 - Rental times
 - Number of guests attending
 - Balance of rental paid in full
- ❖ NO Alcohol of any kind permitted inside the Community Center or anywhere on BCMC property, without an applicable insurance policy, naming BCMC as additional rider on your homeowners insurance policy
- ❖ Doors will remain locked until 15 minutes prior to rental time. Please do not arrive earlier than your rental time; an extra fee will be charged.
- ❖ Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, windows or tables.
- ❖ Use of Glitter or other Graffiti type decorations on floors and tables is discouraged.
- ❖ It is the renters’ responsibility to remove ALL remaining particles from the tables, chairs and floor.
- ❖ Please do not put any type of substances (baby powder, floor wax, or any other substance) on the floor to improve dancing.
- ❖ The use of candles is acceptable on cakes, but no open flames as table decorations.
- ❖ Tables and chairs are to be taken down and stacked neatly, 8 high along the walls.
- ❖ Renter is responsible for the removal of trash from tables.

- ❖ Children must be supervised at all times. Children are not permitted to enter rooms not contracted on rental agreement. Children may not play with the drinking fountain.
- ❖ Applicant is responsible for all damages incurred to the facility during the rental.
- ❖ Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- ❖ Smoking is not permitted anywhere inside the building, and only in the designated smoking section outside. The smoking area is located on the far east of the facility by the picnic table.

- ❖ Occupancy of the rental area later than stated on the contract, will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter, Rentals must be completed by 11:00 pm.
- ❖ All items that have been brought in by the renter, or contracted service for the function, must be removed from the facility by the end of the rental time. Neither the BCMC, nor their employees can be held responsible for any items left at the facility by either the renter or persons/ companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.

Birdsboro Community Memorial Center

Liability Waiver

- The undersigned hereby assumes personal and individual liability of himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the Birdsboro Borough Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

I/We _____ agree to defend, indemnify and hold harmless the BCMC, its elected or appointed officials, commission members, agents, employees, and volunteers from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from BCMC by reason for any damaged property, personal injury or bodily injury, including death, sustained by any person whomever for any reason, including the provision, serving, and consumption of alcohol provided by the Applicant or attendees of which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the BCMC.

Signature of Applicant _____ date _____

Printed name _____