

Village of Spalding
VILLAGE AUDITORIUM
RENTAL AGREEMENT

DATE_____

DATES TO BE USED_____

NAME OF REPRESENTATIVE_____

ADDRESS_____

CITY AND STATE_____

PHONE NUMBER_____

PURPOSE OF BUILDING RENTAL_____

BUILDING NEEDED FROM_____ AM/PM TO _____AM/PM

FUNCTION BEGINS AT _____

DANCE: YES___ NO___ ALCOHOL: YES___ NO___

ALCOHOL License: Yes___ NO ___ Time for license _____

Base Rental Fees:

School use for practice-free of charge.

Blood Drive-Free of Charge

Community for Kids-Free of charge

	Rent	Damage/cleaning Deposit.
Reception with Dance & Alcohol	\$200.00	\$150.00
Reception without dance	\$150.00	\$150.00
Dance with Alcohol	\$150.00	\$150.00
Full day with Alcohol no dance	\$150.00	\$150.00
Firemen's Dance	Free	\$150.00
School Fundraiser with alcohol	\$50.00	\$150.00
Commercial Meetings	\$100.00	\$150.00
Employee/board member	free	responsible for cleaning
2 hr. Function	\$35.00	\$150.00
4 hr. Function	\$50.00	\$150.00
Full Day	\$100.00	\$150.00

Set up prior to the event over 2 days before \$25 per day.

The hall will be equipped with 38 rectangle tables and approximately 349 metal chairs at the present time. There is a refrigerator and stove with an oven in the kitchen. **If you want to use the big refrigerator in the auditorium, please contact a Community Club member for permission as this is not the property of the Village.**

HOLD HARMLESS CLAUSE: The organization above names and the individuals signing on behalf of such organization do each personally contract to hold the Village of Spalding harmless from any claims or demand against the Village of Spalding and the Village Auditorium arising out of the use of the building by the organization or claim or demand by any persons upon the premises by reason of the activity of or by invitation of such organization and the undersigned do covenant to repay and reimburse The Village of Spalding, NE for any legal expense incurred by the Village of Spalding, NE in defending such claim

RULES AND REGULATIONS

If alcohol is to be distributed or consumed on the premises while occupied or used by the renter, the renter agrees to the following: If the premises are to be opened to the public, or there is a charge for admission to the premises or for alcoholic beverages, or if there is a solicitation of donations associated with the use of these premises, then renter agrees that said alcohol shall be distributed by an individual or entity licensed by the State of Nebraska and authorized to distribute alcoholic beverages. A Special Designated Liquor License is required for all events having alcohol. No alcoholic beverages are to be consumed outside the Spalding Auditorium building.

1. The Village of Spalding, NE does not carry insurance for the protection of the renting or using group.
2. The Village of Spalding, NE, reserves the right to refuse rental or scheduling group, organization or business which fails to provide necessary control or policing of facilities. All youth groups must have adult sponsors in advance.
3. All rental fees are payable in advance.
4. Any damage to the premises or breakage of equipment will be paid for by the scheduling group.
5. Preference on scheduling will be on a first come first served basis.
6. **No event will be considered scheduled until the deposit, base rental fee has been received and form completed and returned to the Village of Spalding Office.**
7. *Setup and cleanup are to be within the next day by 10 AM unless other arrangements are made. Nothing should be left in the building after the scheduled time. **Tables and chairs must be cleaned and stacked on carts properly and all trash taken out.** Note: Setup will be allowed the night before only if the room is not in use at that time. However, to guarantee early setup time will require additional rental charges. This early setup does not allow your function to begin early.*
8. *Rental fees are for the use of the building, utilities, cleaning supplies, and for normal maintenance. You should sweep after use and mop spilled areas. Alcoholic or soft drink spills need to be **mopped with water only** and cleaned to remove as much residue as possible.*
9. NO SMOKING.
10. After the activity, please restore the area to an orderly condition: sweep and mop floors, collect all trash and deposit it in the dumpster. Pick up the bathrooms and take out trash and **wipe down all chairs and tables with hot soapy water.** Turn off all lights.
11. **TABLES MUST BE WIPED DOWN THOROUGHLY AND STACKED TOP TO BOTTOM.**

12. No City property or equipment shall be removed from the Village Auditorium.
13. **Sponsoring groups and/or individuals shall be responsible for the conduct of their activity. Breakage or mistreatment of the Village Auditorium and/or its equipment shall be the financial responsibility of the renter and they will be liable for such damages. Damages will be deducted out of the Damage Deposit; Renter will be liable for damages exceeding damage deposit.**

I have read and agree to the rules as listed on this three-page agreement.

Renter

Date

Village of Spalding

Date

The responsibility of cleaning up depends on the group/user of the hall. To insure you get all your Damage Deposit returned you must perform the following when using the hall for clean up:

- **Sweep and Mop the Floors, take out all trash.**
- **Wipe Down Tables and Chairs**
- **Make Sure All Bathrooms Are Picked Up, Mopped and Remove Trash. STACK TABLES TOP TO BOTTOM!!**
- **Clean Kitchen counter, floor and sink and remove trash.**
- **Empty All Trash Cans and Replace with Trash Bags.**

Village of Spalding Office Use Only

	AMOUNT DUE	DATE PAID
BASIC RENTAL CHARGE	_____	_____
DAMAGE DEPOSIT	_____	_____
TOTAL CHARGES	_____	_____