

THE CITY OF SUTTON, NEBRASKA AND _____, as Renter, agree to the following terms and conditions relating to Renters/ use of the Sutton Community Senior Center on _____ between the approximate hours of _____ and _____.
Renter Name: _____, **Address:** _____
City: _____, **Zip Code:** _____ **Phone:#** _____
Email: _____

Sutton Community Senior Center Rental Rates

Meeting Room (Carpeted Area)

\$15 per hour

Gymnasium/Whole building

\$15 per hour or \$150 for all day (half down at booking)

All day with alcohol (license required): \$400 (half down at booking) PLUS \$200 deposit

*A \$200 deposit is required for all events where alcohol will be served. This deposit will be refunded after the event upon inspection of the property. If there is damage or cleaning necessary, the \$200 deposit will be retained by the center. **The center will also keep the deposit in the event of a cancellation.**

Kitchen

Half Day: \$25 (full amount due at booking)

Full Day: \$50 (full amount due at booking)

Auctions

All Day: \$400

Half Day: \$300

Land Auction: \$50

\$20 extra for use of kitchen

Table/Chair Rental

\$3 per table per day

.....50 per chair per day

Special Rates

Elections: \$500

Wedding Rehearsal Dinners: \$50 extra for rental the night before the wedding

*Keys are available at City Hall Monday-Friday from 8 a.m. to 5 p.m. **All rental fees are to be paid in full before a key is given out. Renter will be responsible for unlocking and locking the entire building before and after using it.**

** For community service organizations, there will not be a charge for the use of the building for meeting purposes if the meeting occurs during normal hours of operation, Monday-Thursday, noon to 4 p.m. If a community service organization is using the building for fund raising purposes, a rental fee is required. Rent paying activities will have first priority for the use of the building. Service organizations include Boy Scouts, Girl Scouts, 4-H, Lions Club, Extension Club, Garden Club, public service related meetings.

***The City of Sutton requires anyone serving or selling alcohol on the premise to have a Special Designated Liquor License. The liquor establishment that will be providing the alcohol needs to be contacted at least 90 days in advance of the event in order to get approval by the Sutton City Council.

THE RENTER AGREES:

1. All chairs and tables are put away. Use two people to set table up and take tables down. Do not grab tables at the middle
2. All floors are swept and wet mopped. The gym must also be swept and mopped.
3. All restroom facilities are cleaned, including sweeping, mopping the floors, cleaning the sinks, toilets and mirrors and taking out trash. Replace trash bags in trash cans.
4. The kitchen is completely cleaned, including the sinks, mopping the floor, bagging and putting all trash out in dumpster and replace trash bags in trash cans. Empty and clean the refrigerator, clean stoves and spills in the oven when used, clean the counter tops and wipe off spills on the front of the cupboards and service windows, wash dishes, utensils and put away.
5. The trash will be picked up from around the premises on the outside of the building.
6. The renter shall not have access to the center until after 6 p.m. on Thursday for a Saturday wedding. If the renter would like to get into the center before that time, they may at a cost of \$150 per day and contingent that no other events are booked at the center at that time.
7. For **BIG EVENTS ALL** cleaning must be completed by noon the day following the event unless otherwise noted.
8. For **HOURLY** events or just **ALL DAY** events cleaning must be done **BEFORE** you leave the building that day. **You will be charged extra if the cleaning is not done.**
9. When renting the building, please double check lights and fans to make sure they are turned off and make sure the doors are locked before leaving.
10. **The renter shall not use tape, pins, nails, thumbtacks, etc. on the walls.**
11. The renter understands that the City of Sutton is not responsible for accidents or for articles left on the premises and that renter agrees to hold the City of Sutton harmless from any and all injury to person and property.
12. The renter understands all activities will cease by 1:00 a.m. except by special request approved by the Mayor and City Clerk prior to the date of the activity.
13. The renter agrees to not allow smoking in the building during the activity.
14. The renter agrees to not drill any holes in cement for tents to be put up adjoining the center. Tents may be put up if and only if no holes are drilled in the cement.
15. The renter agrees all items listed above are in the condition required before renting and after renting. The renter understands all conditions and responsibilities listed above.
16. The kitchen is not intended for food preparation. The Kitchen is not a licensed catering kitchen. By signing this agreement, the renter understands the City of Sutton is not responsible for food preparation and service because of the renter's event.
17. The City of Sutton shall not discriminate against any renter because of race, religion or national origin. However, the City of Sutton reserves the right to refuse the renting of the Sutton Community Senior Center to any party who has previously failed to comply with the above agreement or with the terms of the City's rules and regulations.
18. **BY SIGNING THIS AGREEMENT, THE RENTER UNDERSTANDS AND AGREES TO BE RESPONSIBLE FOR THE COST OF REPAIRING ANY AND ALL DAMAGES TO THE PREMISES WHICH MAY OCCUR WHILE THE BUILDING IS LEASED TO THE RENTER. ALL DAMAGE REPAIRS WILL BE REPAIRED AT THE DISCRETION OF THE CITY.**


Renter

Total Fee: \$ _____

Amount Down at Booking: \$ _____ Date: _____

Remainder Paid and Date: \$ _____ Date: _____

Date key delivered to renter: _____ Key ID: _____

Name of person key delivered to: _____

Date key returned: _____ By: _____

CONSENT-RELEASE-HOLD HARMLESS

In consideration for my use of the premises known as the Sutton Community Senior Center, I, _____, do hereby release and forever discharge the City of Sutton, Nebraska, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which may be sustained by myself or my activity in consequence of my activity. It being further understood that the City of Sutton is not responsible for the activity for which I am renting the Sutton Community Senior Center.

Dated: _____ Renter: _____

Agreement revised: 8-2009