



**RENTAL AGREEMENT**

Date of event/reservation: \_\_\_\_\_

Reserved from the hour of \_\_\_\_\_ to \_\_\_\_\_ Actual start time of event: \_\_\_\_\_

Individual/Group making reservation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Total # of people expected: \_\_\_\_\_

**Room being rented (Please Check):**

- Event Center - \$350 for up to 10 hours       \$150 for up to 5 hours.
- Day Before (Set up to begin after 4:30 pm)- \$200
- Day After (Clean up must be completed by 1:00 pm)- \$200
- Alcohol will be served - \$100 additional charge.
- Conference Room - \$50 for up to 8 hours (\$50 extra for closed holiday and weekend rental)
- Kitchen only – (Included in rental price) (\$10 per hour if using kitchen only. (Minimum of 2 hours)
- Tablecloths - \$75 (35 black round) (8 black long)
- \$100 Technology Fee (Sound system/microphone, projector/laptop)

- This rental includes the area selected, and bathrooms. No other parts of the building are to be utilized (Fitness Center, Gymnasium, foyers, and other conference/meeting rooms).
- NO balls or flying objects are permitted in the Event Center, due to ceiling decorations and chandeliers.
- If the kitchen is needed, additional forms will be provided.
- Rental also includes 30 round tables, 8–eight-foot rectangle tables and up to 200 padded chairs. All tables and chairs must be set up and broke down by renter.
- Facility **must** be **supervised** by **adult** (over age of 18) at **ALL** times. Children can not be left unattended. The center is monitored by closed circuit tv and the **event will be suspended if children are left unattended.**
- The renter agrees to follow the guidelines and policies for the use of the facility.
- This is a no-smoking campus. No smoking allowed anywhere on the property.
- All trash must be taken to dumpster at end of event.
- Rental fee must be paid upon signing this agreement.

## CANCELLATIONS

Reservations may be cancelled at no charge up to 2 weeks in advance. At 7 days, a 50% cancellation fee will be charged. Cancellations made less than 48 hours in advance will not be refunded. Healthy Dent County reserves the right to refuse rental to anyone.

I agree to be responsible for leaving the facility clean: This includes:

- Make sure everyone leaves the gymnasium.
- Return all equipment to proper areas.
- Turn off all the lights and close all outside doors.
- Secure the building after use.

## CLEAN-UP AND REPAIR FEE \$250

I realize that I may be charged a facility **CLEAN-UP** and/or **REPAIR FEE** of \$250 after the event if it is deemed that the facility was not cleaned and any damage to the facility and/or contents. I understand that **HEALTHY DENT COUNTY** is **NOT HELD RESPONSIBLE OR LIABLE** for any damage or injury occurring during the event. I have read the above agreement and fully understand the conditions above. I am aware that I am fully responsible for any damage or injuries that may occur. INITIALS: \_\_\_\_\_

By signing below, I hereby certify that I understand the Salem Community Center @ the Armory facility usage policies stated above, and I agree to be responsible for leaving the facility clean. I also agree to be responsible for any damages to the facility and/or contents during my rental.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Paid on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date)

Paid by:  Check  Cash  Credit Card

(Please make checks out to Healthy Dent County)

Name on Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV # \_\_\_\_\_

Address: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

E-mail Address (for receipt): \_\_\_\_\_