

# Buffalo Gap Community Center Rental Agreement

## Rental Information

Date(s) Requested: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

Will alcohol be served: Yes \_\_\_\_\_ NO \_\_\_\_\_

## Applicant Information

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

### **I, the applicant, agree as follows:**

I have received a copy of the Buffalo Gap community Center Rental Regulations and have provided the Town with a copy of the Regulation with my initials. I agree to comply with the Rental Regulations.

I agree to defend, indemnify and hold harmless the Town of Buffalo Gap, its elected or appointed officials, Council Members, agents, employees, and volunteers ( hereby collectively referred to as "Town") from any claims, demands, suits, losses, costs or expenses including attorney's fees, or any damages which may be asserted claimed or recovered from the Town by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with my rental of the Community Center.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only:**

Deposit Date: \_\_\_\_\_

Cash/ Check # \_\_\_\_\_

Copy of rental agreement & guidelines given  
to renter

Staff Initials: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Deposit Fee: \_\_\_\_\_

Rental Fee Received: ☐

Deposit Received: ☐

Deposit Returned: ☐ Date: \_\_\_\_\_

## **Buffalo Gap Community Center Rental Regulations**

### **Rental Rules**

- The Community Center may only be rented to individuals who are twenty-on (21) years of age or older. Proper identification is required.
- Alcoholic beverages may not be sold on the Community Center property. The renter may allow the consumption of alcoholic beverages, as allowed by law, with the understanding that the renter assumes all liability for the safety and conduct of those who consume said beverages.
- The person signing the rental agreement shall be responsible for the safety and conduct of all agents, employees, and guests during the time the Community Center is rented.
- The Town reserves the right to refuse rental of the Community center Property to anyone.

\_\_\_\_\_ *(Initials of applicant)*

### **Reservation Procedures**

- Reservations will be reviewed and either approved or denied by the Community Center Committee.
- If a Reservation is approved, the renter will be provided with one remote and keys upon receipt of payment in full of the deposit and rental fee. Key can be picked up at City Hall or at The Bar B Q Barn if City Hall is closed. Keys can be returned in the drop box on the front wall of City Hall.

\_\_\_\_\_ *(Initials of applicant)*

### **Fees and Deposits**

- The following fees shall be charged for rental of the Community Center:
  - Resident of Town:     \$150
  - Non-Resident:         \$300
- The following deposits shall be assessed for rental of the Community Center:
  - Non-Alcohol Event:     \$200
  - Event with Alcohol:     \$400
- The rental fees and deposits charged are based on each 24 hours of the event. For example, for a two-day event, double the rental fee and double the deposit will be required.
- Deposits will be refunded to the renter, at the address listed on the rental agreement, within fourteen (14) business days of the event.
- All or part of a deposit for an event will be deemed surrendered should the renter, or the renter's agents, employees, or guests, fail to comply with these Rental Regulations or cause damage to the Community Center. If a deposit is surrendered for these reasons, the Town will send an itemized statement of the costs to which the deposit is applied within fourteen (14) business days of the event.

\_\_\_\_\_ *(Initials of applicant)*

## **Buffalo Gap Community Center Rental Regulations**

### **Rules for Use of Property**

- Decorations cannot be pinned, taped or otherwise affixed to the walls, ceilings, windows or tables. No type of substance (baby powder, floor wax, or other) may be applied to the floor to improve dancing. Tinsel, glitter and confetti are prohibited.
- Smoking is not allowed.
- The use of candles is prohibited
- Parking is not allowed in any grassy area behind the community center, in front of driveways, or in front of neighboring business.
- Renter is responsible for providing all items needed for a successful rental, including but not limiting to: garbage bags (55 gallon), dish soap, cleaning supplies, serving utensils, etc..
- The thermostat settings may not be changed. All doors must remain closed when the heater or air conditioner is in use.
- Before leaving the Community Center at the end of the event (or each day of the event), renter must turn off all lights and ceiling fans and lock all doors.
- Access to the storage area is prohibited except to return tables and chairs to storage area.
- The Community Center maintains the following inventory, which renter is responsible for ensuring remain at the Community Center after the event:
  - 20 six-foot round tables
  - 160 chairs
  - 4 fifty-five gallon trash containers

\_\_\_\_\_ *(Initials of applicant)*

### **Cleaning Requirements**

- Bathrooms must be cleaned after the rental.
- The floors must be sweep, moped (with water only) and cleaned of debris, including sticky substance.
- Any decorations used for the event must be removed, without damaging Community Center property.
- All tables, chairs and trash containers must be returned to the original locations.
- Any personal property brought into the Community Center must be removed. Any items not removed will become the property of the Town and may be disposed of by Town.

\_\_\_\_\_ *(Initials of applicant)*