



RENTAL AGREEMENT THE EDWARD KING HOUSE

Rental Agreement #:	
Today's Date:	
Applicant/Organization:	
Contact:	
Billing Address:	
City/Town, State Zip:	
Phone (Daytime):	
Phone (Evening):	
Type of Activity:	() Wedding () Performance () Meeting
	() Other:
Number of anticipated Attendees:	
Room(s) requested:	() Ballroom () Ballroom & Kitchen () Art Room () Library () Blue Sitting Room () First Floor () Second Floor () Whole House
Date(s) Requested:	
Time(s) Requested:	

Edward King House Rental Rules effective as of September 18, 2013 (No Exceptions)

No Person(s) shall be permitted use of the building without first entering into a rental agreement issued by the EKH Administrative Staff (subject to rental fees and deposits) under the following guidelines:

GENERAL RULES

1. All Non-members will pay a non-refundable Processing Fee of \$25 upon reservation of the space. EKH Members in good standing are waived this fee.
2. A non-refundable Maintenance Fee is due within one week of reserving the space. (See attached Rate Sheet)
3. A Security Deposit and 50% of the rental fee is due 30 days before the scheduled event. (See attached Rate Sheet). Failure to remit Security Deposit and this portion of the rental fee will render this agreement null and void with the exception of the non-refundable Processing Fee.
4. The remaining 50% of the rental fee is due prior to the commencement of the event. Failure to remit the remainder of the fee at this time will render this agreement null and void.
5. The facility must be kept in a clean and damage-free condition upon completion of the event. All furniture and items within the facility MUST be returned to its original position. The condition of the facility during and upon completion of the event is the responsibility of the renter. The Security Deposit will be returned within one week of the event if the facility has been left in clean condition with no damages. The Edward King House reserves the right to withhold this deposit at their discretion.
6. Any property damaged, missing furniture, broken windows etc. and actions of the attendees are the responsibility of the person named in charge. If Damages exceed the deposit amount, the remaining amount will be billed to the responsible person named above.

7. An EKH Staff Member will be assigned to all rental events to secure the building and provide facility assistance. Staff members are NOT available to provide event assistance in any way.
8. All public events must be offered to EKH Members at a reduced rate of \$5 or 10% off ticket admission, whichever is less.
9. Renters may NOT use candles or any other incendiary device without express permission from EKH administration. All fire laws and codes must be adhered to at all times.
10. DJ's must adhere to local ordinances and entertainment must be concluded by 10pm. Please have the DJ get in touch with the center to make sure everyone understands how the event will play out.
11. Caterer must provide a liability certificate of \$1,000,000 including liquor and on site vehicle liability. The caterer is responsible for adherence to local and state liquor guidelines and must be TIPS certified. If at any time the staff feels someone is out of control we will first speak with the caterer and if it is not addressed will call the local police.
12. Furniture is to remain in place unless approved by staff the day of the event. It is suggested the caterer make arrangements to meet the staff and go over the event ahead of time to avoid confusion.
13. Rental capacity is not to exceed 100 people.
14. The EKH staff will be available to open the door for the caterer/renter to prepare for the event in advance. The time-clock for rental fees include time for set up and break down. *For example: If the caterer is to arrive at 1pm and the event ends at 10pm, the rental fee will be charged from 1pm to 10pm.*
15. The caterer/renter is responsible for cleaning up and leaving the center in the same condition as found including removal of trash and recyclables.
16. The Edward King House will not be responsible for the loss of any articles or damage to personal property, etc. of the renter or their guests.
17. See Rental Rate Sheet for facility availability.
18. Rental fees will be forfeited if a date is cancelled. If we are able to rebook the date Rental fees will be refunded minus the Processing Fee.

CLEAN-UP GUIDELINES:

- Dispose of all trash
- Wipe off Tables
- Clean Kitchen area
- Check Bathrooms and dispose of trash if needed

AGREEMENTS:

The group or individual sponsoring the event and using the facility hereby agrees to hold the Edward King House and its elected and appointed officials, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind including all costs and legal expenses that may result from/ by reason of any act or omission on part of said group or individual, or its agents while on the Edward King House property.

It is your responsibility to inform all members of your group of the rules set forth here.

Failure to abide by these rules could result in loss of immediate and/or future privileges.

Please keep in mind; this is a senior center and not an event center so adherence to our rules is a condition of the rental. We are pleased to provide the center for events and hope your event is everything you wished for.

Signature of Renter

Date

Signature of EKH Administrator

Date