

**EMINENCE COMMUNITY CENTER
RENTAL AGREEMENT
DEPOSIT \$100 and RENTAL FEE \$150**

RENTAL DATE: _____ RENTAL START TIME: _____ END TIME: _____

ORGANIZATION NAME(if applicable): _____ Position with Org. _____

RESPONSIBLE PARTY'S NAME _____

Address _____ City: _____ State _____ Zip: _____

Phone # _____ Email: _____

TYPE OF BUSINESS OPERATON OR PRIVATE PARTY RENTAL (check one):

_____ Individual/Private Party _____ For Profit _____ Non-Profit(please provide certificate

EVENT DESCRIPTION: _____

EVENT START: _____ END TIME: _____

NUMBER OF GUESTS: _____ WILL EVENT BE CATERED? _____ YES _____ NO

REFUNDS WILL BE ISSUED WITHIN 2 WEEKS AFTER EVENT DATE, ONCE THE FACILITY HAS BEEN CHECKED AND CLEARED THAT THERE IS NO DAMAGE AND HAS BEEN CLEANED PROPERLY.

By signing below, I hereby acknowledge that I have received and read the Terms of the Agreement and agree to said term rules. I agree to follow ALL Rules and Regulations for the Eminence Municipal Building Community Room, and I shall fully defend, indemnify, and hold harmless from damage and/or injury of any kind whatsoever (including all claims for monetary loss, property damage, etc.)

Lessor: _____ Date _____

QUESTIONS CONTACT: LEEANN ARMSTRONG 502-758-1463-She will meet you at the center at the rental start time with the key.

For Office Use Only

Date paid _____ Cash or Check _____ Amount paid for Deposit _____

Revised 8/26/2025 Amount paid for Rental _____

TERMS AND CONDITIONS

Damage Deposit: In addition to the entire rental fee, a damage deposit of \$100 and the completed signed agreement must be received to reserve your preferred date. Any damage will be assessed after the reservation. The deposit will be returned within 10 business days if the property was left with no damage. If damage is done to the property, notice to the lessee will be provided within 5 business days. An itemized list of deductions with costs will be provided within 30 days thereafter.

INDEMNIFICATION: Lessee agrees to release, acquit, indemnify, hold harmless and forever discharge the City of Eminence, its officials, employees, agents, assignees, and all other persons from and against all loss and expense including attorney fees, occasioned by reason of any liability imposed by law upon the City of Eminence for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons on the premises or off the premises on account of actions or damages to property, including loss of use thereof, whether caused by or contributed to by the City of Eminence, its agents or employees.

VIOLATION: Violation of the agreement subjects the renter to forfeiture of deposit and loss of future rental privileges.

RESERVATION: Community room may be reserved up to 1 year in advance.

KEYS: One set of keys is given per event and shall not be copied or duplicated. Failure to return keys on time can result in loss of deposit and possibly further fees. Lessee assumes all responsibility for care of furnishings; all activities and actions of individuals present in facility while in possession of the facility keys. Keys must be placed in drop box at the entrance upon completion of the rental period.

CLEANING: The Community Room must be cleaned (following provided checklist) and the facility vacated by 11:59 pm on day of rental.

TABLES AND CHAIRS MUST BE PUT BACK AS THEY WERE FOUND, if you choose to rearrange them.

If the lessee does not adhere to these guidelines, the security deposit will be forfeited, and additional fees may be charged.

RESPONSIBLE PARTY: The lessee must be 18 years of age or older. Must present photo identification when the rental agreement is signed, the deposit and rental fee are paid. The person(s) whose signature appears on the rental agreement shall be responsible for the actions of all attendees of the event and will be responsible for any damages to the Community Room and City property. The lessee is also responsible for ensuring that acts during the rental period are legal and lawful.

SUPPLIES: Items supplied by the City of Eminence include -Paper towels, toilet paper, cleaning spray, tables, chairs, broom, dustpan, trash bags, mop, vacuum and trash cans.

TABLES & CHAIRS: Each rental is provided with 110 chairs, 6-8 ft round tables and 11-8 ft oblong tables. Tables may be rearranged but put back as they are found.

PAYMENT: Cash or checks are accepted. Please make checks payable to City of Eminence. Payment must be paid in full at time of rental to secure date.

CANCELLATION: Notice of cancellation must be made at least 1 week prior to event rental date. Cancellation less than 1 week prior to event rental date may result in forfeiture.

CLEANING CHECKLIST: ALL THE FOLLOWING MUST BE COMPLETED after the event. Failure to do so will result in forfeiture of your deposit. Please be courteous and leave the place as you would like to find it.

All items necessary to clean the facility are in the cabinet in the kitchen area

- Bag, tie and place garbage in trash cans
- Include bathroom trash cans, large, small and sanitary containers in women's restroom
- Put trash bags back into each trash can
- Trash from exterior of building that was left during the event
- Clean and mop all spills
- Clean all tables and chairs and return them to the standard arrangement
- Wipe down restrooms including sink, counter and surrounding areas
- Make sure toilets are flushed, clean and mess free
- Ensure there are no soiled diapers inside any of the containers inside the building
- Take down all decorations
- Sweep floors and check for crumbs, confetti, spills, etc.
- Clean all handprints from the glass doors
- Turn off all lights
- Close and lock front door
- Put the key in the return box outside the front door

Inform the City Clerk's Office of any issues you experienced by calling 502-845-4159 or emailing debbie@eminenceky.net

For emergencies after hours, contact Mayor Downey at 502-743-1304

***Event Repeat Discount:** (weekly, monthly, annually) 10% discount is given off rental fee

****Cater Services:**

- All Caterers must have or purchase a business license with the City of Eminence
- If serving alcohol, Caterer must have & show proof of alcohol license through the State of KY
- Alcohol **CANNOT** be sold
- Any questions, contact our local ABC rep LeeAnn Armstrong 502-758-1463

******* The City of Eminence is not responsible for lost, stolen or left behind items

NO YARD SALES PERMITTED

IF YOU SELL OR ASK FOR DONATIONS FOR FOOD YOU MUST HAVE CERTIFICATE OF LIABILITY

Rules and Regulations. Lessor agrees to abide with the following.

1. The use of nails, tacks, staples, push pins, scotch tape, duct tape, or glue is prohibited for use on any fixture, wall, table, door, floor, or window. Decorations must be removed by lessee before leaving the premises. Blue painter's tape is the only permitted means of hanging materials.
2. Climbing or standing on tables or chairs is prohibited.
3. Illegal drugs, drug paraphernalia, and illegal substances are strictly prohibited.
4. Alcohol may be served and consumed during the rental period only upon compliance with the terms and receipt of approval of this application. The following requirements shall be complied with to obtain permission to serve alcohol at a City facility: Responsible Party refers to renter of the event facility.
 - a) Approval to serve alcoholic beverages must be requested by signing and submitting a Facility Rental Application to Serve Alcohol at the time the facility is being reserved.
 - b) Alcohol may only be brought to a city facility and dispensed by a caterer/vendor/concessionaire/bartender, all of whom must have completed Server Training in Alcohol Regulations (STARS), or equivalent training, and submit proof to the City of Eminence of a valid Alcohol Beverage Control License appropriate for, and prior to, the event.
 - c) Applicant must name the Licensed Vendor, who will be the individual in charge of making sure that all the terms of the Facility Rental Application to Serve Alcohol are being followed.
 - d) The Licensed Vendor shall obtain a City Business License for the duration of the event.
 - e) Alcohol shall only be served during the times that the facility has been rented.
 - f) All dispensing of alcohol must be from an open formal bar or a designated bar area.
 - g) All persons must dispose of their alcoholic drinks before leaving the rented area(s). **At no time shall anyone leave the rented area carrying alcoholic beverages.**
 - h) Responsible Party agrees to ensure compliance with all applicable Alcohol Beverage Control requirements, including, but not limited to, ensuring that alcohol is not provided to or consumed by minors (persons under the age of 21), that patrons are not overserved, **that alcohol is only consumed inside the event space and only during the event.**
5. No smoking or vaping allowed **inside** premises of the Municipal Building. Smoking/vaping only permissible in **outdoor designated areas**.
6. Fighting, harassment, horse play, disorderly conduct, and loitering are strictly prohibited as are sexual advances and sexual violence.
7. There is a zero-tolerance policy for bullying in any form, including physical, verbal, and cyber bullying.
8. Shirts and shoes must be worn at all times.
9. No glass items will be allowed on the premises.
10. Music is permitted inside the Municipal Building. Lessor must adhere to the City of Eminence Noise Ordinance at all times during the event.
11. Removing any city property is strictly prohibited. Tables and chairs must remain inside the building.
12. No animals (with the exception of service animals) are permitted in the Municipal Building.
13. The occupancy limit of the Community Room set forth by the State Fire Marshal is 180 persons. Occupancy over the limit is strictly prohibited.
14. The kitchen facilities are for warming only. Cooking is prohibited in the Community Center.
15. The City of Eminence is not responsible for lost or stolen property. Nor is the City responsible for damage to personal property belonging to those attending any event or function on city property.
16. The cleaning checklist is attached and is a part of the agreement.