

**VILLAGE OF COLUMBIAVILLE
COMMUNITY CENTER & BANQUET HALL
LEASE AGREEMENT WITHOUT ALCOHOL**

Application Date: _____ Deposit Paid: _____

The deposit is due upon date of application; the rental fee and insurance rider are due 15 business days prior to the event. Cancellations must be received 15 days to the event for a full refund.

TYPE OF EVENT: _____ **DATE OF EVENT:** _____
BEGINNING TIME: _____ **ENDING TIME:** _____
TOTAL HOURS: _____ (including Set up time)

Rental Fee: _____ **Deposit Fee:** _____ **Janitorial Fee:** _____
Additional Day (before or after) Fee: _____ **Total Due:** _____

Lessee/Person in Charge Name: _____
Full Address: _____
Phone Number: _____ **Drivers License:** _____
Birth Date: _____

I hereby declare and affirm that I am of legal age to enter into this agreement for myself, other person or persons private or otherwise, families, community service organizations, clubs, unions, other organizations and/or activity and that by affixing my signature to this document do hereby render the conditions of this agreement binding on myself and the above named if other than myself.

A. Lessor (Village of Columbiaville) shall not be liable for any personal injury or property damage occurring on or to the demised premises or to any persons thereon resulting from; a loss of property by theft or burglary, accidental damage to person or property on or about the premises from the use of any utility on the premises, any damage caused by action of the natural elements, or damage or injury resulting from the conduct of the employees of lessee (renter), whether negligent or otherwise. Lessee shall not make any claim against the lessor for any loss or damage described herein.

B. Lessee (renter) shall be responsible for the application of insurance proceeds, if any to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, lessee shall repair the demised premises or replace or repair property thereon as the sole expense of the lessee.

C. Lessor shall not be liable in any manner for any loss, injury, or damage incurred by lessee from acts of theft, burglary, or vandalism committed by either identified or unidentified parties.

D. Lessor shall not be liable to lessee, or the agents, employees, customers, patrons, visitors, or guests of lessee for any injury of death occurring in or about the demised premises or the sidewalks or alleys adjoining the premises, and lessee shall indemnify lessor against all claims by any agents, employees, customers, patrons, visitors or guests of lessee.

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I (we) assume full responsibility for damage and agree to pay for any such damage to the building and/or equipment. Upon termination of use of the premises and equipment I (we) agree to restore said premises to the condition it was in at the time of occupancy (reserved date), i.e., to leave floors, tables, kitchen facilities, restrooms, entries, vestibule, building and grounds, and adjacent walkways in a clean and acceptable order; that all trash and garbage be properly disposed of i.e., removed at the end of the event. I (we) further agree to have the building and grounds cleaned and vacated by 2:00 a.m. otherwise the building deposit shall be forfeited to the Village of Columbiaville. It is understood that I (we) agree, that should the building equipment and/or be left in an unacceptable condition (to be determined by Inspecting Official) all monies of deposit shall be forfeited and non-refundable.

All monies of deposit will be forfeited and non-refundable should I (we) cancel the reservation less than 15 days prior to the reserved date shown on this agreement unless other arrangements have been made with Village Administrator. Rental amount must be paid in full 15 business day prior to the event.

I (we) hereby voluntarily accept all risk of personal injury, death and property damage (including personal property) to myself (ourselves), our family or anyone on the premises within our group, which injury or damage results from our use of the premises. Furthermore, I (we) agree that I (we) will not make any claim against or sue the Village of Columbiaville, a municipal corporation or its employees, officials or related entities, for any bodily injury, death or property damage. I (we) understand that this is a release of owner and agents from any and all liability with respect to any claims brought by invitees for any damage or injury.

_____ **I (We) have received and have read the Rules, Guidelines and Policies.**
Initials

_____ I understand the building will be checked thoroughly before & after event.
Initials

If the building and grounds are not thoroughly cleaned after the event, my deposit shall be completely or partially forfeited.

By signing this document I (we) have read, agree and fully understand all aspects of this document. We also agree to follow the Columbiaville Community Center Policies, Guidelines and Rules.

Lessee (Person in Charge)
Print name: _____

Date

Village Staff

Date

**VILLAGE OF COLUMBIAVILLE
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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF THE RENTAL OR USE OF PREMISES OWNED BY THE VILLAGE OF COLUMBIAVILLE, A MUNICIPAL CORPORATION, THE UNDERSIGNED PARTIES AGREE TO SAVE HARMLESS AND INDEMNIFY THE VILLAGE OF COLUMBIAVILLE, VILLAGE EMPLOYEES, VILLAGE COUNCIL FROM ANY CLAIMS, DEMANDS ACTIONS, JUDGEMENTS OR OTHER PROCEEDINGS OF WHATSOEVER NATURE AND KIND, AND THE EXPENSES ARISING HEREFROM, INCLUDING ATTORNEY FEES, FOR ANY AND ALL DAMAGES SUSTAINED AND/OR EXPENSES INCURRED BY SAID VILLAGE OF COLUMBIAVILLE, INCLUDING DIRECT AND/OR DERIVATIVE CLAIMS, DEMANDS, ACTIONS, JUDGEMENTS OR OTHER PROCEEDINGS OF WHATSOEVER KIND AND NATURE, ARISING FOR ANY INURIES SUSTAINED OR CLAIMED TO HAVE SUSTAINED AS A RESULT OF THE USE OR RENTAL OF THE PREMISES OF THE VILLAGE OF COLUMBIAVILLE.

THE UNDERSIGNED AGREE THAT THEY HAVE READ THE ABOVE IN ITS ENTIRETY AND KNOWINGLY AND VOLUNTARILY SIGNED SAME.

IN WITNESS WHERE OF THE UNDERSIGNED HAVE HEREUNTO SET THEIR HAND AND SEAL THIS _____ DAY OF _____, _____.

Lessee/s Signature: _____

In the presence of (Village Staff): _____

**VILLAGE OF COLUMBIAVILLE
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CLEANING CHECKLIST FOR HALL RENTAL**

BATHROOMS

- _____
Initials
1. Sweep and Mop Floors
 2. Wipe down stalls, walls and entrance doors, remove all scuff marks
 3. Clean sinks, toilets and urinals
 4. Wash mirrors
 5. Turn off lights
 6. Remove all garbage including inside the stalls

COAT ROOM

- _____
Initials
1. Sweep and Mop Floors
 2. Wipe down walls, entrance door inside and out, remove scuff marks
 3. Check Hangers and Racks
 4. Check All Tables and Chairs for damage
 5. Turn off lights

KITCHEN AND BAR AREA

- _____
Initials
1. Sweep, mop floors and mats
 2. Wipe down walls, counters, cabinets and entrance door
 3. Clean inside and outside of all appliances
 4. Clean and rinse sink
 5. Make sure coffee pot (keep lid off coffee pot) and microwave are cleaned
 6. Hang all used towels and rags on sink
 7. Remove food items, other than those labeled
 8. Double check cupboards for personal items
 9. Make sure stove is off
 10. Turn off lights
 11. Remove all garbage

MAIN AREA

- _____
Initials
1. Sweep, mop and clean floor mats
 2. Check walls for marks and clean
 3. Turn thermostat down to 50° during winter and off during summer.
 4. Clean off all tables and chairs, put on carts
 5. Turn off lights

MAINTENANCE ROOM

- _____
Initials
1. Keep neat and organized
 2. Hang all brooms, mops etc...
 3. Rinse sink, mop bucket, and mops
 4. Make sure floor is clean at all times
 5. Turn off lights

BEFORE YOU LOCK THE DOOR

- _____
Initials
1. Make sure thermostat is at 50° in winter or off during summer
 2. Lights are off and stove is off
 3. Leave key in outside drop box
 - 4. Remove all garbage from the building and take home with you**

I, _____ understand the cleaning checklist and acknowledge that if all items are not complete my deposit shall be partially or completely forfeited.

Lessee/s Signature: _____

Date: _____