

RENTAL AGREEMENT

You, as the renter must read the contract in full and sign. A copy will be provided to you. All rental regulations must be adhered to or you could forfeit all or some of your security deposit.

1. Renter must be at least 25 years of age. A recent photo ID with birthdate is required (Initials) _____
2. Hall occupancy is based on a maximum of 125 people. Do not exceed this limit. (Initials) _____
3. The hall may be rented between the hours of 9:00am and 12:00 am (midnight).
There are two options for which you can rent:
 - a. Partial – Up to 5 hours \$350.00
 - b. Full – Up to 10 hours \$525.00(Initials) _____
4. The rental will begin at the time you pick up the key. The rental option you chose will include preparations& setup, the event and clean up. There will be a \$70 fee assessed for each additional hour used. (Initials) _____
5. A rental is not considered “booked” until a \$100.00 security deposit is paid (cash only), and the contract is signed. This deposit will be returned after the hall is thoroughly checked for damages. (Initials) _____
6. The security deposit cannot be used to cover the cost of the rental
(Initials) _____
7. All deposits will be refunded within 15 days after your event and upon hall

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inspection. (Initials) _____

8. Should you decide to cancel seven (7) or more days after the contract is signed, a \$50 fee will be deducted from your deposit. (Initials) _____

9. The rental fee covers the use of the kitchen, refrigerator, and the stove, as well as all tables and chairs in the facility (please let us know before your event how many tables and chairs you will need). (Initials) _____

10. The total rental fee must be paid no later than 3 days prior to your rental date. Cash, money order or cashier's check made out to NTCAO. No exceptions. (Initials) _____

11. Do not fasten anything to the ceilings tiles, floors or walls without permission of the NTCAO Board of Directors. (Initials) _____

12. The Center must be returned back in the same condition as it was when rented. Please note, we do recycle. You must put trash in the appropriate bins. All bags should be tied up after cleaning and placed in appropriate area. Blue cans are used for recycling. The dumpster is used for non-recycling. (Initials) _____

13. Do not drive over the grass to load or unload for any reason. Use parking lot only. (Initials) _____

14. Do not drag tables and chairs across the floor. (Initials) _____

15. The Renter will be responsible for all of their personal belongings and all personnel of their event. (Initials) _____

16. NTCAO assumes no responsibility for lost, stolen, or damaged items in or around the building or on the property.

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- 17. The cost of damages will be deducted from the security deposit. This will include parts and serving fees. If the cost to replace or repair the damages exceed the deposit, the renter will be billed for the additional repair or replacement cost. If legal action must be taken, the person signing this contract is responsible to pay all fees including legal fees (Initials) _____
- 18. NTCAO assumes the right to deny, cancel or approve rental. (Initials) _____
- 19. NTCAO assumes no responsibility for acts of God or any situation beyond our control. (Initial) _____
- 20. NTCAO has the right to request Center approved security be included for the event. (Initials) _____

NEWFIELD TERRACE COMMUNITY CENTER RENTAL AGREEMENT

When Closing Out Before You Leave Check Off List:

- ✓ The stove is gas make sure all burners are turned off and no food is left in the oven
- ✓ Check refrigerator take all left overs out.
- ✓ Check bathroom light which is on a sensor make sure the slider is position in the center
- ✓ All trash recycles are to be placed in the BLUE receptacle and trash should be tied up and put in the dumpster.
- ✓ Sweep all food and trash off of floor and clean all tables and spot mop spills
- ✓ Check all doors and make sure they are all locked before leaving.
- ✓ If any problems please call one of the board members list on kitchen wall

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COVID-19 Notice: The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations. All gatherings must follow current restrictions and guidelines at the time of rental. Initial & Date _____

Day & Date Of Event	Time Of Event	Rental Session Chosen √ off One	5 Hours \$350	
			10 Hours \$525	
Renters Full Name Please Print				
Renters Address				
Renters Contact's #				
Renters Email Optional				
Rental Is For (What Type Of Party Or Event) Estimate # Of Guest				
<p>BY SIGNING BELOW, I ACKNOWLEDGE AND HEREBY ACCEPT FULL RESPONSIBILITY FOR PROPERTY DAMAGES OR PERSONAL INJURY ARISING OUT OF ITS USE OF THE COMMUNITY CENTER. RENTERS AGREES TO INDEMNIFY THE NEWFIELD TERRACE COMMUNITY ACTION ORGANIZATION AND ITS BOARD MEMBERS OF ANY LIABILITY FOR THIS EVENT OR ACTION OF EVENT GUESTS.</p>				
<p>_____</p> <p>(Print Renter name)</p>				
<p>_____ (Renter Signature) _____ (Date)</p>				

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OFFICIAL USE ONLY

Renter's Name and Address		Rental Date	
Renters Photo ID# & Source			
Deposit Paid (CASH) \$	Rental Due (CASH) \$	Extra Hours & Amount # \$	Total Rental Paid \$
Comments/Notations:			
Person Handling Rental Agreement Signature		Date	