



COMMUNITY CENTER RENTAL AGREEMENT

Prospective Renter calls City Hall to request a certain date for a function. Once that date is verified and written on the calendar, the renter is informed that he/she has seventy-two (72) hours in which to come in and put a deposit down on the rental and fill out a rental agreement. No deposit shall be carried over from year to year. The deposit that is paid is not part of the total cost of the rental fee. *Under no circumstances will the center be held past the 72 hours without a deposit/application agreement.*

The City of Carencro reserves the right to cancel any event because of an unforeseen emergency or any other reason deemed by the mayor to be in the best interest of the City of Carencro. Such cancelled events will be fully refunded.

SPACES AVAILABLE

Great Hall – 5 Hours

Center manager will go in 3 hours earlier of event time to open doors.
(Will meet caterer, cake decorator, DJ, liquor delivery, etc)

Meeting Rooms – 4 Hours

Baby /Wedding Showers, Birthday parties
Center manager will go in 1 to 2 hours earlier as needed to open doors.

Business Meetings

Will be discussed per meeting: fee is per day.

ADDITIONAL RULES, REGULATIONS AND INFO

Additional Hours will be charge a minimum of \$100.00 per hour and \$20.00 per hour for security.

Cancellation Policy: If you cancel 90 days or more before your rental date you will receive a full refund. If you cancel less than 90 days before your rental date your forfeit your deposit.

Setup Time: Set up time during working hours (city hall's time) will be at no extra cost. Set-up during evenings (after 5 pm Monday thru Thursday/4 pm on Fridays) shall be charged at a minimum of \$50.00 per hour. THE CITY OF CARENCRO DOES NOT SET UP TABLES/CHAIRS. THIS IS THE RESPONSIBILITY OF THE RENTING PARTY.

Event Time: The center will be closed to the public on the day of your rental, and will ONLY be open for the event time. All events must CEASE at 12:00 midnight and the center must be VACATED no later than 1:00 a.m.

No Smoking allowed in the centers. The renting party is responsible for informing all attendants at their function/activity that there shall be no smoking in any part of the center. The Community Center Supervisor has the authority to close the function/activity if participants do not comply with the no smoking policy or other rules indicated on the contract.

Perishables/Drinks/Alcohol Cannot be left at center overnight; they must be brought in on the day of the function.

Floors: When setting up tables and chairs DO NOT DRAG tables and chairs. NO TAPE/TAPING ON FLOORS. Extensive scratching of the floors may constitute damage for which renter would be responsible. AT NO TIME IS ANYONE ALLOWED TO BE STANDING ON TABLES AND CHAIRS. Failure to comply with this policy could result in forfeiture of your deposit.

Table Coverings: Table covering must be used ON ALL TABLES WHERE FOOD AND BEVERAGES WILL BE SERVED/ CONSUMED. Only cloth or plastic table coverings are allowed, absolutely no paper table coverings may be used.

Decorations: Use of dance wax, bird seed, rice, bubbles, or similar items are expressly PROHIBITED from being used in the community center or on the surrounding grounds. ICE SCULPTURES VENDORS MUST BE APPROVED by center manager before allowed. Failure to comply with this policy could result in forfeiture of your deposit.

Open Flames: Absolutely no open flames, flame producing devices, or any inflammable/combustible materials are allowed inside the community center. This includes but is not limited to the following: CANDLES, torches, incense burners, and charcoal grills. Failure to comply with this policy could result in forfeiture of deposit.

Center should be cleaned (INSIDE AND OUTSIDE) and vacated by the ending time stated on your contract. ALL ITEMS brought in by applicant must be removed immediately following the function. NOTHING can be left overnight and removed the next day. TRASH must be removed from tables, floors and stage area. TRASH RECEPTACLES will be provided and all debris must be placed in OUTSIDE DUMPSTER IMMEDIATELY FOLLOWING THE FUNCTION DURING CLEAN-UP TIME. This is the APPLICANT'S RESPONSIBILITY otherwise forfeiture of deposit may occur.

Kitchen: Due to limited electrical outlets, NO COMMERCIAL WARMERS, allowed in center unless provided by own generators. The refrigerator is not a freezer: NO ICE BAGS IN REFRIGERATOR. The center does not have an ice maker.

Liquor/Drinks: Ice chests/drinks must be place in bar area only. All ice chest/kegs, etc. must be place on MATS provided by community center.

Bartenders: STATE LAW states that all bartenders MUST BE 21 YEARS OF AGE TO BE ALLOWED TO SERVE LIQUOR/ ALCOHOL.

Absolutely Nothing on the walls (nor leaning on the walls) nor ceiling and NO TAPE/TAPING on walls or floors.

Plants for Community Center are NOT TO BE MOVED from their designated area. NO decorating the plants.

All Entries/Doorways MUST BE ACCESIBLE during functions due to Fire Marshall Code.

Security Is Required for all functions with liquor/alcohol on premises. CARENCRO POLICE DEPARTMENT does all security at the community center. Security is to enforce all violations, including the no smoking policy, on the outside for crowd and parking lot control.

No Ticket Sales/Collections On The Premises! Exceptions may be made on a case by case basis (Non-Profit Organization, etc) NO ALCOHOL can be sold at any functions held at the community center. Exceptions may be made on a case by case basis (Non-Profit Organization, etc.)

Teen Events must cease by 11:30 p.m. on Friday and Saturday and 9:30 p.m. on Sunday thru Thursday due to city's curfew.

Your Full Rental Balance is due by 3:00 p.m. Thirty (30) days prior to the function.

All money is to be paid at Carencro City Hall.

City of Carencro Community Center is NOT responsible for items or equipment left at center.

The lessee shall, at the lessee's cost and expense, defend, indemnify, and hold forever harmless the City of Carencro, its elected officials, and employees from any and all claims of any kind, character, or nature whatsoever made and/or asserted by anyone whomsoever as a result of, resulting from, and/or in any way connected with the Carencro Community City.

Failure to comply with any of the above items may result in cancellation of reservation and forfeiture of deposit.

Renting Party Signature

Date