



RENTAL AGREEMENT

Resident Fee: \$225 Non-Resident Fee: \$350

SUNDAY - THURSDAY RENTALS – HALL MUST BE VACATED BY 10 PM

FRIDAY & SATURDAY RENTALS – HALL MUST BE VACATED BY 12 AM

*(Requested hours of use must be consecutive, including set-up time, caterer's time, and clean-up.
Any additional time over 8 hours on a Friday or Saturday rental will be charged \$30 per hour in advance.)*

RENTAL DATE: _____
(Rental fee must be paid in full thirty days prior to rental date)

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: (H) _____ (C) _____

RENTAL TIME: _____

PURPOSE: _____ ROOM: _____

- **Smoking, animals, confetti, candle burning, and liquor are STRICTLY PROHIBITED.**
- **You MAY NOT remove any signs, posters, wall décor, etc., from the walls.**
 - **Beer and wine are allowed but CANNOT be sold.**
 - **NOTHING can be taped to any painted surface.**

The above listed renter agrees to indemnify the CITY OF WYANDOTTE from any and all liability, loss, or damage the CITY OF WYANDOTTE may suffer as a result of claims, demands, costs, or judgments against the CITY OF WYANDOTTE arising from the use of the COPELAND CENTER by the above renter.

The renter also agrees to leave the building in good condition and **return all tables, chairs, equipment, etc to its original set-up prior to leaving the building.** Premises will be vacated at the time specified on this contract; failure to vacate the building at the specified time will result in an additional fee.

The renter agrees to assume full responsibility for damages and losses to the premises or equipment during this permit period. The kitchen is for service only: no cooking or food preparation is allowed. All kitchen equipment must be left in an orderly fashion which includes washing sinks, countertops, stoves, refrigerators, etc. All trash will be emptied into the dumpster.

A \$50 Security Deposit (not included as part of the rental fee) is due at the time of confirmation and the rental fee must be paid in full thirty days prior to the date of the rental. The \$50 security deposit will be refunded if it is determined that the rental area has been cleaned, left in satisfactory condition, and that the group has complied with Building Rules and City Ordinances. Damages, improper clean-up & overage of contract rental time will be charged to the rental party and/or loss of security deposit.

The undersigned person has read this policy governing the use of the Copeland Center and agrees to abide by all policies established for use of the building.

SIGNATURE OF PERSON RENTING THE CENTER

DATE

The City of Wyandotte processes security deposit refunds at the end of each month. A check will be mailed to the person who signed this rental contract and should be expected within three to four weeks.

Security Deposit Date: _____ Receipt #: _____ Staff Initials: _____

Rental Fee Date: _____ Receipt #: _____ Staff Initials: _____