

VILLAGE OF PLEASANTON
PLEASANTON COMMUNITY CENTER
202 N Sycamore Street - PO Box 121; Pleasanton, NE 68866
Phone: 308-388-2241
Email: pleasantonvillage@yahoo.com

RENTAL AGREEMENT

DATE _____

DATES TO BE USED _____

NAME OF REPRESENTATIVE _____

ADDRESS _____

CITY AND STATE _____

PHONE NUMBER _____

PURPOSE OF BUILDING RENTAL _____

ESTIMATED SIZE OF GROUP _____

BUILDING NEEDED FROM _____ AM/PM TO _____ AM/PM

FUNCTION BEGINS AT _____

DANCE: YES ___ NO ___ ALCOHOL: YES ___ NO ___

WHO WILL CATER THE MEAL OR ALCOHOL _____

Rental Fees:

Community, Civic, Non-Profit Groups: (donations accepted) No Charge.

Custodial Fee and damage deposit fee: These fees may be returned after the first board meeting following the event after inspection of the Community Hall if no damage has occurred and the Clean Up duties are followed.

	Rent	Damage Deposit	Custodial Fee
Showers, Card Clubs or Small Birthday Parties (25 people or less)	\$50.00	\$100.00	\$50.00
Rehearsal Dinner, Reunion, Meetings, or Large Birthday Parties (more than 25 people)	\$75.00	\$100.00	\$50.00

Reception without dance	\$200.00	\$100.00	\$50.00
Wedding Reception with dance	\$300.00	\$300.00	\$50.00
Commercial- Appreciation Dinners Auctions/Craft Show	\$150.00	\$100.00	\$50.00
Per Graduate (Limit of six)	\$75.00	\$100.00	\$50.00
Day Before or Day After Setup/Clean up Fee	\$50.00		

The hall will be equipped with 24 tables and 140 chairs at the present time. There is a refrigerator, microwave oven and a serving area --- there is no stove.

	AMOUNT DUE	DATE PAID
BASIC RENTAL CHARGE	_____	_____
CUSTODIAL FEE	_____	_____
DAMAGE DEPOSIT	_____	_____
<hr/>		
TOTAL CHARGES	_____	_____

HOLD HARMLESS CLAUSE: The organization above names and the individuals signing on behalf of such organization do each personally contract to hold Pleasanton Community Center and the Village of Pleasanton harmless from any claims or demand against the Village of Pleasanton and the Community Center arising out of the use of the building by the organization or claim or demand by any persons upon the premises by reason of the activity of or by invitation of such organization and the undersigned do covenant to repay and reimburse the Village of Pleasanton, NE for any legal expense incurred by the Village of Pleasanton, NE in defending such claim

RULES AND REGULATIONS

If alcohol is to be distributed or consumed on the premises while occupied or used by the renter, the renter agrees to the following: If the premises are to be opened to the public, or there is a charge for admission to the premises or for alcoholic beverages, or if there is a solicitation of donations associated with the use of these premises, then renter agrees that said alcohol shall be distributed by an individual or entity licensed by the State of Nebraska and authorized to distribute alcoholic beverages. No alcoholic beverages are to be consumed outside the Pleasanton Community Center building.

1. The Village of Pleasanton, NE does not carry insurance for the protection of the renting or using group.
2. The Village of Pleasanton, NE, reserves the right to refuse rental or scheduling group, organization or business which fails to provide necessary control or policing of facilities. All youth groups must have adult sponsors in advance.
3. All rental fees are payable in advance.
4. Any damage to the premises or breakage of equipment will be paid for by the scheduling group.
5. The scheduling group shall under no circumstances make any alterations or modifications to the rented area without the written consent of the Village of Pleasanton. It is specifically understood that the scheduling group shall not assign this lease, nor sub-let, nor permit any other person or persons to occupy the space rented.
6. Preference on scheduling will be on a first come first served basis. Dates for the following calendar year may not be confirmed until December 15.
7. No event will be considered scheduled until a non-refundable deposit equal to 50% of the rental fee has been received along with this form completed and returned to the Village of Pleasanton Office. Canceling or changing the date is grounds for forfeiture of deposit.
8. Setup will be allowed the night before if the room is not in use at that time. **A \$50 fee is charged if you plan to rent the hall the day before for setting up or if you plan on cleaning up the day after your scheduled event.**
9. Additional charges will be added, if applicable
10. **Custodial charges will be added if applicable.** Setup and cleanup are to be within the time you have building scheduled. Nothing should be left in the building after scheduled time, including food items left in the refrigerator. Tables and chairs must be cleaned and stacked on carts properly. There should be no more than 10 tables stacked on the table cart back-to-back. **Wastebaskets in the hall and bathrooms must be emptied. Bathrooms cleaned. Floors swept and rugs vacuumed.** **Rental fees are for the use of the building and supplies, utilities, management and for normal maintenance. They do not include setup and cleanup. You should sweep after use and mop spilled areas. Alcoholic or soft drink spills need to be mopped and cleaned to remove as much residue as possible.**
11. **Alcohol is allowed only if it is a closed party. If the party is open to the public, then you MUST have it catered by someone with a valid liquor license.**
12. **No straw, hay or other excessive dust-causing materials will be allowed in the building.**
13. **General Rules: NO SMOKING IS ALLOWED IN THE BUILDING. NO DECORATIONS CAN BE PASTED, TAPED, NAILED OR SCREWED ON OR INTO THE WALLS. NO COMMAND STRIPS OR HOOKS OF ANY KIND MAY BE USED ON THE WALLS. NO CREPE PAPER CAN BE PUT ON THE TABLETOPS WITH STAPLES OR TAPE. CLEAN THE BATHROOMS AND EMPTY WASTEBASKETS. PICK UP OUTSIDE GROUNDS.**
14. **The renter will be charged extra if not complied as above.**

I have read and agree to the rules as listed on this three-page agreement.

Renter

Date

Village of Pleasanton

Date

CLEAN UP

The responsibility of clean up depends on the renter of the hall. To insure you get all your custodial fees returned you must perform the following when using the hall:

- Sweep the floors.
- Mop any spills on floor.
- Wipe down tables & counter.
- Empty ALL trash cans and replace the trash bags .
- If using the halls dishtowels and dishcloths, please take home to wash and return as soon as possible.
- Turn thermostat to 75 in summer and 65 in winter.
- Leave with the tables and 12 chairs set up the original way.
- Remove all food items from the refrigerator. Anything left will be thrown out the following day.

