

GHENT COMMUNITY CENTER RENTAL AGREEMENT

Name of Applicant: _____

Address: _____

Phone #: _____

Email: _____

Date of Event: _____

Liability Statement: By submitting this rental application and agreement, the lessee agrees to assume the responsibility and legal liability for the above event, and to abide by all the conditions listed below. Additionally, the lessee agrees to indemnify, defend and hold harmless the City of Ghent from any claims for bodily injury or property damage that may arise out of use of the premises.

Rates: \$150/day for Ghent residents

\$250/day for non-residents

\$250 damage deposit

Payment can be made online @ ghentmn.gov or at the Ghent City Office.

Included items:

The hall has (8) 8' tables, 10 arm chairs, & 64 chairs.

The kitchen is equipped with basic items including a coffee machine that may be used.

All cleaning supplies can be found in the kitchen pantry cabinet or kitchen closet.

Mop, broom, & vacuum can be found in the back room off the kitchen.

WIFI Password: 5074283214

The lessee agrees to the following Conditions:

Payment, including damage deposit, must be paid prior to your event being placed on the calendar.

Rental Hours run from 6:00 a.m. – midnight on the date of your event unless other arrangements are made.

A code for the front door will be text to the lessee the day before the event. Enter 4 digits then *.

The premises must be maintained in the same condition, order, and repair as prior to the event.

All damage must be reported to the city office the following weekday.

The damage deposit will be used to repair any damage that occurs during your event.

Additional charges may be charged if the damage exceeds the deposit amount.

Nothing may be adhered to or attached to the walls. Painter's tape can be used to attach to the wood trim.

All items on the following checklist need to be completed before leaving the venue.

- All tables and chairs need to be wiped down and returned to the storage area.
- All hard floors need to be swept and mopped as needed.
- All carpeted floors need to be vacuumed as needed.
- All trash cans emptied, and trash deposited in dumpsters in front of the building.
- Wipe out and dry the sink.
- Clean out coffee pot and make sure burners are turned off.
- Place used towels and rags in the white basket found in the second large drawer and set on countertop.
- Turn off all lights and lock all doors.

Signature _____

Sign & return to city office with payment.