

City of New Hope

Community Room Rental Agreement

A damage deposit PLUS an hourly rate is REQUIRED at the time of the reservation.

Damage and rental rates are shown below. Please note that TWO separate payments must be made.

- \$300 damage deposit (City of New Hope Residents and Non-City Residents)
 - The damage deposit may be paid by either check or cash ONLY (no cards) and will be held until the event is over and the venue is checked for any damages. No credit cards are taken for the deposit.
- Rental Rates: The hourly rental rate can be made by credit/debit card, cash or personal check. Personal checks may only be accepted IF the reserved date is at least ten (10) days out. The following is required in addition to the damage deposit.

--City of New Hope residents: \$125.00 (2 hours)

****Copy of driver's license and utility bill must be provided to verify city residence status.**

****Additional \$50.00 per hour**

--Non-City residents: \$225.00 (2 hours)

****Additional \$75.00 per hour**

****ANY PORTION OF TIME OVER THE ORIGINAL RESERVATION TIME WILL BE SUBJECT TO \$75.00 PER HOUR ADDITIONAL FEE.**

This rental agreement pertains to the community room in its entirety including all appliances, utensils, and furnishings.

Cancellations: The refund of the rental fee/deposit will be considered only if the person or organization makes the cancellation by a written request stating the reasons for cancellation to the city clerk at least ten (10) days prior to the scheduled event. The decision regarding the refund is at the sole discretion of the Mayor and City Council.

The renter on record is responsible for any damage that occurs while the facilities are entrusted to their care and for the general clean-up. Upon inspection by the city's appointed person, the damage deposit will be refunded by mail providing there is no damage to the property. Any damages incurred or time over the allotted reservation documented below will be deducted from the damage deposit and any remaining monies owed will be billed to the renter on record. The City of New Hope has the sole discretion as to the amount billed for any damage incurred.

*****NO TAPE, THUMBTRACKS, NAILS, SCREWS, OR OTHER ADHESIVES/ATTACHMENTS MAY BE USED ON THE WALLS. FAILURE TO COMPLY WITH AND/OR ANY RESULTING DAMAGE WILL BE THE RENTER'S RESPONSIBILITY.**

Law and Order: It is understood that people or groups using the community room facilities will abide by the laws and ordinances of the City of New Hope.

Clean Up: The renter agrees that the community room will be completely cleaned after the event. This includes but not limited to sweeping all floors, wiping down and cleaning all tables and countertops, removal of any decorations or signage, bagging and removing all trash from the building and grounds and placed into the proper disposal containers OUTSIDE the facility.

Injury: The City of New Hope, Madison County and its employees or governing body, will not be liable or responsible in any way whatsoever for any injury or theft of personal property that may occur during your function.

Thermostats shall be adjusted by City of New Hope personnel only,

The building will be unlocked and locked by the City of New Hope personnel at the reserved times ONLY.

Responsible Party's Name: _____

Address: _____

Phone: _____ Driver's License # : _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

DATE RESERVED: _____ **TIME:** _____

- ☐ Utility bill copy attached
- ☐ Driver's license copy attached
- ☐ Damage deposit received (separate form of payment from fee)
- ☐ Rental fee received
- ☐ Copy of signed application given to applicant
- ☐ City clerk notified

Damage deposit receipt _____ Rental fee receipt #: _____ By: _____

COMMUNITY ROOM RESIDENT RENTAL