

# City of Colorado City – Civic Center Rental

Name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #s: Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Time: Begins \_\_\_\_\_ Ends \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Alcohol:  Yes  No

Kitchen:  Yes  No

Time to open kitchen: \_\_\_\_\_

## **Office Use Only**

\$200.00 Deposit Paid \_\_\_\_\_  
\$175.00 Rental Paid \_\_\_\_\_  
\$125.00 Clean up Paid \_\_\_\_\_  
\$75.00 Kitchen Paid \_\_\_\_\_  
Additional Fees \_\_\_\_\_  
\$225.00 Security Fee Paid \_\_\_\_\_



Rules Signed \_\_\_\_\_

Key # \_\_\_\_\_

Key Picked Up \_\_\_\_\_

Key Returned \_\_\_\_\_

PO Request – Deposit Return \_\_\_\_\_

## CIVIC CENTER RULES

1. All banquets, parties, conventions, dances, reunions, showers and receptions will require a \$200.00 deposit due at time of making lease. Deposit refundable upon compliance of all lease agreement terms. **If the lease agreement is canceled by Lessee or for any reason is not consummated by Lessee, less than 60 days before the event the cash down payment made by Lessee shall be forfeited to Lessor as liquidated damages for breach of contract.**
2. A clean up fee will be charged for all functions held in the Civic Center.
3. A police officer or any agent of the City of Colorado City has the authority when acting in an official capacity to end any function and have the premises cleared due to violent outbreak, disturbance, etc., or violation of the agreement with no refunds. **A police officer or any agent of the City also has the authority to remove from the premises any person who is fighting, causing a disturbance, or engaging in any inappropriate behavior on the premises. There will be a charge of \$50 for every 30 minutes past 1:15 a.m. that the band is not out. This is enforced by the security officer.**
4. Daily use begins at 8:00 a.m. on one day and terminates at 12:00 midnight that same day. **Band will be allowed to dismantle and have all equipment removed by 1:00 a.m.**
5. Schedule of Rates are basic and include air conditioning, heating, lights and permanently installed electric outlets. **All lights, air conditioning and heating units MUST be turned off after the event is concluded or an additional fee will be charged.**
6. All payments are due the day before event at which time a key to facility will be given to Lessee.
7. All decorations shall be placed only on the wood trim along the brick walls. Balloons are to be carefully tied down to avoid being entangled in ceiling fans. Decorations hung from ceiling shall be hung from hooks and removed by Lessee at end of event. **Glitter, confetti and/or sequins are not allowed and an additional clean up fee will be charged when used.** No tape on the floors unless approved by the Civic Center Director. **Staples used on tables, excessive trash inside and outside the Civic Center, including the surrounding streets within one block radius of the Civic Center, will result in the deposit not being refunded.**
8. Lessee may have kitchen use for the additional scheduled rate. Lessee may use any and all appliances, pots and pans, silverware as needed and will be responsible if items are missing. Lessee is not allowed to use any food items in kitchen. Lessee may have use of ice machine; however no beverages, cans, etc. may be placed inside of ice machine. Lessee is responsible to clean up kitchen excluding sweeping and mopping of floors.
9. **Bands scheduled to play at Civic Center need to use plug-ins located in the southwest closet only. Failure to use plug-ins in this closet could result in a fuse being blown and no electricity. This is the closet where the tables and chairs are located. Lessee is responsible for all items located in this closet if lost or damaged. Use of Civic Center sound system allowed only with approval by Civic Center Director.**
10. **Security is required (a rate of \$25/hr) during all events that have alcohol, the Civic Center Director will arrange for the security through the Colorado City Police Department.**
11. **No smoking allowed inside the Civic Center.**

12. Lessee will not remove, or in any way move trophy cases in front foyer. If Lessee wishes to cover trophy cases, must have approval by Civic Center Director.
13. Reservations and Lease agreement will be made only with the Director and a Lease Agreement signed and payment made to confirm the arrangement at that time.
14. Alcohol may not be sold on the premises to any person. Alcohol may not be served on the premises to any person under the age of twenty-one. Any person violating any rule in this paragraph or violating any law regulating or relating to the use or possession of alcohol while on the premises will be removed from the premises, immediately, and will not be allowed to return to the premises during the remainder of the event. No warning will be issued prior to removal from the premises. **NO GLASS CONTAINERS OF ANY KIND OR KEGS ALLOWED ON THE PREMISES.**
15. Lessee is solely responsible for ensuring and preventing any person from making or permitting any changes or alterations in any part of the building and in preventing anyone from bringing into the building anything that will increase the fire hazard or the rate of insurance on the building on any property therein.
16. The premises shall be used for the limited purpose of \_\_\_\_\_ and Lessee shall not use, or permit the use of, the premises, or any part, for any other purpose or purposes, without Lessor's written consent. No use shall be made, or permitted to be made, of the premises, nor any acts done, which will increase the existing rate of insurance on the building in which the premises are located, or cause a cancellation of any insurance policy covering the building, or any part thereof.
17. Lessee shall, at Lessee's sole cost and expense, comply with all of the requirements of all municipal, state and federal authorities now in force or which may subsequently be in force, pertaining to the premises, and shall faithfully observe in the use of the premises all municipal ordinances and state and federal statutes now in force or which may subsequently be in force.
18. Lessee, as a material part of the consideration to be rendered to Lessor under this lease, waives all claims against Lessor for damages to goods, wares and merchandise in, upon, or about the premises, from any cause arising at any time, and Lessee will hold Lessor exempt and harmless for and on account of any damage or injury to the goods, wares, and merchandise of any person, arising from the use of the premises by Lessee, or arising from Lessee's failure to keep the premises in good condition as provided in this lease. Lessor shall not be liable to Lessee for any damage by or from any act or negligence of any cotenant or other occupant of the same building, or by any owner or occupant of adjoining or contiguous property. Lessee agrees to pay for all damage to the building, as well as all damage to the property of any tenants or occupants of the building, caused by Lessee's or Lessee's guests' misuse or neglect of the premises, its apparatus, or appurtenances.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
DATE OF EVENT