



RENTAL AGREEMENT

Resident Fee: \$225

Non-Resident Fee: \$350

8 HOUR RENTAL – 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 will be charged \$15 per hour in advance.)

RENTAL DATE: _____

(Rental fee must be paid in full ninety days prior to rental date)

NAME: _____

ADDRESS: _____

CITY: _____

ZIP: _____

PHONE: _____

(H)

(C)

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.

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

A \$50 Security Deposit is due at the time of confirmation and the rental fee must be paid in full ninety days prior to the date of the rental. 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 #: _____

Rental Fee: _____

Date: _____

Receipt #: _____