

City of El Lago

Event Room Rental Agreement

Event Information

Event Contact _____

Event Date: ____/____/20____

Max # of Event Attendees _____

Event Time ____:____ to ____:____

RENTER INFORMATION

Renter Name: _____

El Lago Resident YES/VERIFIED

NO

Organization Name: _____

Phone: _____

Address: _____

Email Address: _____

AGREEMENT

The representative, group, and its individuals agree to the following:

1. To save and hold harmless the City of El Lago from any and all claims for injuries and/or damages, personal or otherwise, that may arise out of the use of the property without regard to whether the injuries and/or damage, personal or otherwise is brought about or caused by negligence, whether on the part of the representative, its group or its individuals, the City of El Lago, or all three.
2. Property of the City of El Lago will not be removed from the premises.
3. The representative, group or its individuals will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.
4. All parties agree to abide by and have received a copy of the El Lago Event Room rules.

FEES

		Resident	Resident Deposit	Non-resident	Non-Resident Deposit
4 Hour Rate	W/O Kitchen	\$100	\$250	N/A	N/A
All Day Rate	W/O Kitchen	\$150	\$500	\$600	\$500
All Day Rate	W/Kitchen	\$200	\$500	\$750	\$500

*****REQUIRED: PLEASE DRAW ROOM CONFIGURATION ON BACK OF FORM & INCLUDE ANY NEEDS*****

Signature of renter or authorized representative

Date

Printed or typed name

For City Use Only, Do Not Write Below This Line

Deposit Fee Receipt Amount _____ Payment Date _____ Payment Type _____ Check No. _____

Rental Fee Receipt Amount _____ Payment Date _____ Payment Type _____ Check No. _____

Access Card: Date/Number: _____ Access Times: IN _____ OUT _____ Returned: _____

Deposit Refunded? YES Date: _____ NO Reason: _____

City of El Lago Event Room Rules

- Event participation size limited to **348 persons** --- as specified by Fire Marshall to allow for safe exit of room in the event of emergency.
- Hourly rate is for El Lago residents only and has a 2-hour minimum rental requirement. All day rates are reserved for events 5 hours or more.
- Deposit fees due at time of reservation. Room/kitchen fees are due 1 week prior to event. If reservation is cancelled less than **7 days** of event, 50% of deposit fees forfeited.
- Deposit refunded in full if all clean and undamaged. If only cleanliness issue, a minimum of 25% deposit will be withheld.
- **To RECEIVE FULL REFUND OF DEPOSIT**, all facilities (room, bathroom, kitchen, city-owned equipment) must be left in good, working condition and which a general cleaning (*vacuum, mop, wipe*) will return the facility to its former condition as found. If the kitchen is rented, all city-owned facility inventory must be put back in place except for normal use of consumables. All A/V equipment will be tested for proper operation. All trash must either be placed in the dumpster or in the supplied trash receptacles. There must not be any permanent marks/hole on/in walls, carpet, floor, tables/chairs, or building fixtures.
- Rental includes use of stage already set-up, existing tables, and chairs within facility. All tables and chairs must be set-up by the renter. Tables and chairs must be returned to the original location in the event room storage upon completion of the event.
- Use of city-owned audio/visual (A/V) equipment and speaker system may be allowed only through external interface (wall jacks) and with prior set-up by city staff as required. No access to A/V rack via storage area shall be permitted (ensures A/V equipment and storage room security). Use of city-owned corded microphone may be permitted upon request (cordless equipment will NOT to be made available due to value).
- If the kitchen is not rented, its access will be restricted (locked).
- Grill/fryer/oven use would require training and operator must be AT LEAST 18 years of age.
- Decorations will be limited to chair, table, or free standing. No decorations may be attached to ceiling, walls, windows, floors UNLESS an approved method of application is used (i.e., 3M removable hooks, etc.). Nails, screws, or any items which will leave a mark or hole in the wall are not allowed.
- Use of outside patio area immediately behind event room may be reserved. External breezeway and patio area between community room and fitness center may NOT be reserved.
- Event guests must follow all parking restrictions per signage and/or ordinance. Parking areas may not be restricted/reserved.