



RENTAL APPLICATIONS and AGREEMENTS

BUTLER GYMNASIUM

AUDITORIUM

SENIOR CENTER

ATHLETIC FIELD

Sign and return this contract with the rental application to the vice-chair of the Butler Heritage Foundation.

The facilities located on the Butler Community Center campus can be rented for various functions, including but not limited to Weddings/Receptions, Rehearsals, Group meetings, Play program, and Training sessions. Applicants for wedding receptions + rehearsals on a different day may reserve the facility for both for an additional fee and should be reserved upon booking the wedding date.

Terms and conditions (apply for use of all facilities):

- All Butler Community Center campus buildings are tobacco free.
- Fees and deposits
 - To secure a reservation, the applicant must pay one-half (1/2) of the total rental. The balance is due 14 days prior to the scheduled event plus a refundable security deposit in the amount of \$200.00.
 - The applicant is responsible for any damages occurred to the facility, grounds, or equipment. Additional charges will be assessed when needed to satisfy repair costs exceeding the deposit amount.
 - The facility coordinator will inspect the facility and equipment before and after each event. Failure to comply with the rules and regulations may result in forfeiture of all or portion of the security deposit. The applicant must contact the facility coordinator within one (1) hour before the end of the event to inspect the property.
 - Special exceptions: Fees may be waived or set at the discretion of the Butler Heritage Foundation Board of Directors.
 - Cancellations: Failure to notify the facility coordinator of the cancellation in writing, within fifteen (15) days of the event will result in loss of the rental deposit. The security deposit will be refunded. All refunds will be mailed within fifteen (15) business days.
- Set-up and Catering:
 - Set-up and break-down of the event must occur during the time of the scheduled rental. Once building is open, it must be supervised for the entire event by the renter.
 - Weekend events can occur Friday & Saturday 8:00 am – 12:00 midnight; Sunday 8:00 am – 9:00 pm. Weekday events can occur Monday thru Thursday 8:00 am – 9:00 pm.
 - Arrangement will be set as per the applicant's request for the event and appropriate to the facility. Any major realignment of the interior must be approved by the facility coordinator. There is a fee applicable if these regulations are not met. There is a fee associated with the number of participants.
 - Nothing may be attached to the walls or windows.
 - The use of the kitchen is available for Auditorium and Senior Center rentals, however only for warming of food items. All activities must occur during the time of the scheduled rental.

- Alcohol is permitted but not for all facilities (see agreements for details). For those facilities where alcohol may be served, the applicant must provide proof of purchase of a temporary license, a tenant user liquor liability insurance policy, and procure the presence of two (2) official police security. Alcohol cannot be sold or allowed outside the facility space.
- Clean-up: All food and garbage must be disposed of in the bins provided.

Applicant's Liability & Applicant's Indemnification of the Butler Heritage Foundation:

- The Butler Heritage Foundation accepts no responsibility for injuries on the Butler Community Center facilities or premises. The applicant assumes all risks, known or unknown, for any and all losses or damages to applicant, agents, and subcontractors, as well as to anyone else, which arise from applicant's use of the Butler Heritage Foundation property and /or its equipment, facilities, and grounds, before, during, and after applicant's said event. This will include liabilities arising from the actions of applicant, its employees, agents, volunteers, assistants, caterers, band members, etc. Applicant further agrees to fully indemnify the Butler Heritage Foundation and to hold them harmless from any and all such claims, including costs and attorney fees incurred regardless of whether the Butler Heritage Foundation is sought to be held liable, jointly or severally, and regardless of whether the Butler Heritage Foundation if found to be legally liable, jointly, or severally for any such claims.
- The applicant will be required to provide a certificate of general/property liability insurance through their personal carrier, or through the tenant use liability insurance program for the amount determined by the Foundation.

Ⓢ I have read, understood and agree to abide by the terms of this contract.

Applicant Signature: _____

Date: _____



AUDITORIUM

Capacity: 234

Rates:

- Week day rates: Per hour \$100 (2 hour minimum)
- Weekend rates: Per hour \$125 (2 hour minimum)

Name of event: _____

Hours of event (include set-up and clean-up): _____

Purpose of Rental: _____

Proof of Proper Liability Insurance: _____

Will alcohol be served: YES _____ NO _____

- Proof of Temporary Alcohol License: _____

Name of Responsible Party: _____

Address: _____

Two (2) Contact Telephone Numbers: _____

Driver's License Number: _____

Name of Liability Insurance Carrier and Agent: _____

Print Name: _____ Signature: _____

For Butler Heritage Foundation Use Only:

Approval signature : _____ Date: _____