

C. K. NEWSOME COMMUNITY CENTER RENTAL AGREEMENT

Today's Date: _____

(Please print or type)

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: () _____ ALTERNATE: () _____

DATE OF EVENT: _____ TIME: _____

RECEIPT NO.: _____ TAX EXEMPT NO.: _____

ALCOHOL: YES NO Beer & Wine Permit: YES NO N/A ABC Liquor License: YES NO N/A

| RENTAL SPACE | | | | | | |
|--|-------------------|--------------|---------------------------|---|-----------------------|-------|
| ROOM (check) | SQUARE FOOTAGE | FEE/ HOUR | TAX EXEMPT FEE/HOUR | X | NUMBER OF HOURS | TOTAL |
| <input type="checkbox"/> 118 A & B | 1,638 | \$30.00 | \$25.00 | X | | = |
| <input type="checkbox"/> 118 C & D | 1,638 | \$30.00 | \$25.00 | X | | = |
| <input type="checkbox"/> GYMNASIUM | 10,030 | \$55.00 | \$50.00 | X | | = |
| <input type="checkbox"/> KITCHEN | 288 | \$30.00 | \$25.00 | X | | = |
| <input type="checkbox"/> LOBBY | 3,401 | \$20.00 | \$15.00 | X | | = |
| <input type="checkbox"/> SNACK BAR | 1,596 | \$35.00 | \$30.00 | X | | = |
| <input type="checkbox"/> ATRIUM | 3,476 | \$50.00 | \$45.00 | X | | = |
| <input type="checkbox"/> RECREATION ROOM | 5,040 | \$50.00 | \$45.00 | X | | = |
| SUB TOTAL: | | | | | | |
| SALES TAX: | | | | | | |
| GRAND TOTAL: | | | | | | |

DEPOSIT: _____ NON-REFUNDABLE AND NON-TRANSFERABLE

Notes: _____

 No. for Setup: _____ Decorating Time: _____ : _____

 Staff Initials: _____

Balance Due:

Lessee shall be held responsible for damage of building and equipment during event. I hereby have received a copy of the attached Rental Conditions and have read and agree to abide by these said requirements.

LESSEE SIGNATURE _____ DATE _____ CARVER REPRESENTATIVE _____ DATE _____

| | | | | | | |
|-----------------------|--------------------------|-----|--------------------------|-----|------------------|-----------------------|
| RENTAL DEPOSIT PAID | <input type="checkbox"/> | YES | <input type="checkbox"/> | N/A | DATE PAID: _____ | STAFF INITIALS: _____ |
| SECURITY DEPOSIT PAID | <input type="checkbox"/> | YES | <input type="checkbox"/> | N/A | DATE PAID: _____ | STAFF INITIALS: _____ |
| FINAL BALANCE PAID | <input type="checkbox"/> | YES | <input type="checkbox"/> | N/A | DATE PAID: _____ | STAFF INITIALS: _____ |

C.K. NEWSOME COMMUNITY CENTER
100 E. WALNUT
EVANSVILLE, IN 47713
(812) 435-6065

| RENTAL SPACE TERMS, PRICES & RENTAL CONDITIONS FOR 2008-2009 | | | | | |
|---|----------------|-----------|---------------------|-------------------|---------------------------|
| ROOM | SQUARE FOOTAGE | FEE/ HOUR | TAX EXEMPT FEE/HOUR | HOLD SPACE CHAIRS | HOLD SPACE TABLE & CHAIRS |
| 118 A & B | 1,638 | \$30.00 | \$25.00 | 100 | 80 |
| 118 C & D | 1,638 | \$30.00 | \$25.00 | 100 | 80 |
| GYMNASIUM | 10,030 | \$55.00 | \$50.00 | 1000 | 600 |
| KITCHEN | 288 | \$30.00 | \$25.00 | N/A | N/A |
| LOBBY | 3,401 | \$20.00 | \$15.00 | 250 | 100 |
| SNACK BAR | 1,596 | \$35.00 | \$30.00 | 100 | 90 |
| ATRIUM | 3,476 | \$50.00 | \$45.00 | N/A | 250 |
| RECREATION ROOM | 5,040 | \$50.00 | \$45.00 | 500 | 250 |

TERMS

- 50% of total rental amount shall serve as reservation (Non-Refundable).
- \$100 Security Deposit (Refundable) required; will be available within three (3) business days after event; may be paid as early as 30 days before event.
- Payments shall be paid by Cash, Check, or Money Order only.
- Balance due in full 10 business days BEFORE event.
- All Checks and Money Orders should be made payable to: **Carver Community Organization**
- Check verification for sufficient funds will be done on all checks.
- Beer, Wine, & Champagne REQUIRE temporary permit (located at www.in.gov/atc/tempbeerwine.htm & bartender license on file – NO EXCEPTIONS.
- Liquor requires Caterer with 3-way ABC liquor license to cater event and bartender licenses on file – NO EXCEPTIONS.
- Decorating fee to decorate rooms up to 24 hours BEFORE event: \$100.00 (Non-Refundable).
- No Fundraisers.
- Tables will not be removed from Snack Bar.

CLEAN-UP

Maintenance is required to complete an inspection of rental spaces after all scheduled events. Rental spaces should be left in the same condition as they were upon entering. Below are the listed reasonable expectations for rental space conditions, these conditions will determine whether or not your security deposit will be refunded or withheld.

- All decorations shall be removed from rental space (**DO NOT USE tape, nails, tacks, staples as these may damage community center property; please ONLY use putty or tacky**)
- Clear all tables & floors of belongings & trash
- Remove all food from rental space (may be placed in trash)
- No trash items shall be left in rental space i.e. bottles, cans, tablecloths, food containers/packages, and paper products.
- No excessive amounts of time for clean up, clean up should begin near final hour of rental and all personal items should be removed.
- The CK Newsome Community Center and Carver Community Organization are not responsible for items left.

NO TOLERANCE RULE

Anything deemed to jeopardize the well being and safety of guest and employees at your event will not be tolerated. This includes violation of any C.K. Newsome Community Center Conditions. Also, any illegal liquor, firearm(s) or weapon(s) on premise, smoking of any kind, in-appropriate behavior, violence of any kind, threats (verbal & non-verbal), damage/theft of building and/or equipment.

C.K. Newsome Staff, Evansville Police Department, and Vanderburgh County Sheriff are all empowered to **shut down** your event for breaking this rule.

If your event is shut down because of violation of this rule, whether it's your fault or not, you are not entitled to receive any portion of already paid rental amounts. Deposit may or may not be returned depending upon the violation. You may also be banned from using the facility in the future. Also, legal actions may be filed concerning violations that took place at the event.

No rental events, that are open to the public (under 21), will be allowed without proper security (off-duty police, sheriff, security officer, etc.)