

City of Farwell

Farwell Community Center Rental Agreement

RENTER INFORMATION

Name of Renter:	Organization (if applicable):
Address:	City/State/Zip:
Phone Number:	Email Address:

EVENT INFORMATION

Type of Event:	Event Date:
Event Start/End Time:	(Event must end no later than 2:00 AM)
Estimated Number of Guests:	
Will alcohol be served?	YES ☐ NO ☐
Will music/dancing occur?	YES ☐ NO ☐

FEES AND DEPOSITS

Description	Amount
Dining Room/Kitchen Rental (Max 50 People)	\$200
Large Arena Rental (Max 300 with Tables/Chairs, 425 without)	\$300
Alcohol/Dance Permit Fee (Non Refundable) (Security Required)	\$200
Cleaning Deposit per room (Refundable)	\$200
Room Selected:	

Total Paid:

Payment Type:

Cash

☐

Check

☐

Other

☐

FOR FULL REFUND EVENT MUST BE CANCELLED 10 DAYS PRIOR TO EVENT!!

SECURITY REQUIREMENTS

Events involving alcohol or dancing require security provided through the Farwell Police Department.

Chief Kelsay (806)336-4700

Security officers will be compensated at a minimum rate of \$50 per hour per officer.

The Chief of Police may require additional officers if necessary for public safety.

If additional officers are required during the event, the renter must either:

- Pay the required hourly rate of \$50 for the officers, or
- Immediately discontinue the event.

Security Signature

Date

CLEANING REQUIREMENTS

Renter supplied with cleaning check list

The facility must be cleaned and ready for the next event no later than 6:00 AM.

Failure to clean the facility properly will result in forfeiture of the cleaning deposit.

LIABILITY

The City of Farwell assumes no responsibility for loss, theft, or personal injury related to the use of the facility.

The renter is responsible for any damages to the building, furniture, fixtures, or equipment caused by the renter or any member of the rental party.

AGREEMENT

By signing below, the renter acknowledges that they have read and agree to comply with the Farwell Community Center rental ordinance and all facility rules.

Renter Signature:

Date:

Approved By:

Date: