

MALTA EVENT CENTER LEASE AGREEMENT & FEES

ARRANGEMENTS MUST BE MADE IN ADVANCE - FEES & DEPOSIT PAID IN ADVANCE

PLEASE NOTE: ACCORDING TO STATE LAW, THIS BUILDING AND PROPERTY IS SMOKE FREE!

THE MALTA EVENT CENTER will be rented at a rate of \$100.00 a day.

_____ Days x rate = \$ _____

_____ Deposit = \$ _____

Deposit:

- 1) Deposit of \$200.00 must be made if there will be any food or beverage to ensure proper clean-up
- 2) Deposit of \$100.00 must be made if tables & chairs are used to ensure that they are put away properly.
- 3) Deposit of \$100.00 must be made if the kitchen is used to ensure proper clean-up.
- 4) Deposit of \$100.00 must be made to ensure proper clean-up.
- 5) Deposit of \$50.00 must be made if sound system is used.

TOTAL: \$ _____

Everything you bring into the Event Center must be removed and clean up must take place by the end of the rental day. Prior permission must be received if you want to clean-up the day after the rental day and/or leave items in the facility to be removed the day after the rental day. The city accepts no responsibility for items left in the Event Center. Unsatisfactory clean-up may result in forfeiture of the deposit. You will be billed for any clean-up above the deposit amount.

Keys will be issued to the renter. Only one set will be issued. Keys are to be returned to the City Office after the scheduled function. Failure to do so can result in forfeiture of deposit. Renter will be allowed to set up after **5pm** on the day before the scheduled function, unless the Event Center is rented by another party that day. NO exceptions!

If **alcoholic beverages** are to be served, a copy of the caterers insurance and license must be submitted before the event!
THIS IS MANDATORY!!! The Permit from PC Sheriff's office must be posted during the function.

If **food is catered or sold to the public** proof of completion of the Serve Safe Class must be submitted to the city office before the event.

I have received a copy of the rules and clean up requirements.

_____ Yes _____ No

I agree to follow and enforce the rules and regulations to the best of my ability. I realize that I/we will be billed for any damage.

Type of Event: _____

Name: _____ Phone Number: _____

Signature: _____ Date: _____

Representing: _____ Date of event: _____

Deposit \$ _____
Fee \$ _____
TOTAL \$ _____
Deposit Returned \$ _____

If deposit is not returned, sign and give reason why:

**RULES AND CLEAN-UP REQUIREMENTS
FOR MALTA EVENT CENTER RENTAL/USE**

Everything you bring into the Event Center must be removed and clean up must take place by the end of the rental day. Prior permission must be received if you want to clean-up the day after the rental day and/or leave items in the facility to be removed the day after the rental day.

1. **NO DEEP FRY COOKING WILL BE ALLOWED IN THE BUILDING**
2. **NO COOKING IN THE BUILDING EXCEPT IN THE KITCHEN**
3. The floors in all areas used MUST be swept and mopped after the function.
4. The bathroom floors MUST be swept & mopped and the garbage cans emptied.
5. All lights are to be shut off, including the lights in all of the bathrooms.
6. Heat is to be turned down as indicated by the office. Try to conserve energy by shutting exterior doors as much as possible.(winter months)
7. Any damages are to be reported to the City Clerk's Office
8. Doors are to be shut and locked.
9. Empty all garbage cans. Deposit all garbage in the garbage canister(s) that are located on the east side of the Event Center.
10. All tables and chairs must be wiped down and returned to their proper places at the end of the function.
11. All trash must be picked up in outside areas.
12. **NO NAILS, STAPLES, TACKS OR SCREWS IN THE WALLS, WALLBOARD, FLOOR OR CEILING! TAPE MUST BE REMOVED.**
13. **RENTERS ARE RESPONSIBLE FOR PICKING UP AND DISPOSING OF ALL CIGARETTE BUTTS THROWN ON THE GROUND. \$50.00 WILL BE WITH HELD FROM THE DEPOSIT IF THIS IS NOT DONE.**
14. NO straw bales are to be brought into the building because of mice.

We understand and agree to the rules for use and clean-up.

Renter

Date

If clean-up is to be completed by another party, they must sign this form also.

Clean-up supervisor

Date