

## Potomac Community Building Rental Agreement

This agreement is for the rental of the Potomac Community Building Main Hall, Patio, Kitchen and restrooms. This form must be fully completed, signed by the responsible party and conditions met, before the agreement is approved.

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Number of Hours to be rented: \_\_\_\_\_ Time: \_\_\_\_\_

Name & Address of Responsible Person: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Fees:

Security Deposit (in addition to the rental fee)	\$100
Hourly Fee (\$25 per hour min of 2 hours) (\$35 for out of town renters)	_____
Daily Fee (\$200/\$300per day)	_____
Kitchen Fee	\$50

Total Due \_\_\_\_\_

Amount Paid \_\_\_\_\_

Remaining Balance \_\_\_\_\_

By signing this agreement, I assume all responsibility for abiding to the rules and regulations, which have been explained to me that govern the use and rental of the Potomac Community Building, and assume full responsibility for the conduct and actions of those attending this activity, and for any damages incurred as a result of the use of the premises.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Key # \_\_\_\_\_ RECEIVED by \_\_\_\_\_ on \_\_\_\_\_ Date returned \_\_\_\_\_

Please help us maintain the new Community Building by following the rules and guidelines below.

- 1) All renters are granted ½ hour before and after event to prepare and clean up. The building may be rented immediately after, so keep that in mind when stating number of hours needed for your event.
- 2) A deposit of \$100 will be required in order to reserve the date chosen. The date is not reserved until the fee is paid. This fee is in addition to the rental fee and will be returned if there are no damages and the facility is properly cleaned.
- 3) All fees must be paid at least 30 days prior to the event.
- 4) A cancellation fee of \$100 will be charged if the event is not cancelled prior to 14 days of the event.

## **5) General Rules**

- a) No smoking in the building. All cigarette butts must be disposed of properly.
- b) Liquor will be permitted, however the sale of liquor is not permitted. Alcohol will only be allowed if proof of Dram shop insurance is submitted to the Village Clerk at least 30 days prior to the event. **(NO EXCEPTIONS)**
- c) No holes in the walls or ceilings. No nails, tacks, staples, or tape that will remove the paint from the walls. Poster tack is the best option. Please remove all decorations.
- d) Absolutely no confetti, glitter, shredded mylar, tinsel, straw or cornhusks permitted.
- e) No animals allowed in the building, except service dogs.
- f) Tables and chairs should be returned to their original placement after they are properly cleaned.
- g) Garbage must be removed from receptacles and placed in the outside dumpster.
- h) Sweep the floors if needed.
- i) The village will not be responsible for any items brought in or left behind.
- j) Contracted services such as catering, bands, or DJ are the sole responsibility of the applicant. Caterers and suppliers

will also be required to remove their items immediately following the event. Caterers will assume full responsibility for providing ALL items necessary to cater the event.

- k) Renters will pick up a key to the building between 8 A.M. and 4 P.M. on Monday thru Thursday the week of the event, unless other arrangements have been made with the clerk at the time of booking. The key is not to be used prior to the day of the event and should be returned within 2 days of the event. The key may be dropped in the drop box on the outside of the building. The security deposit will be retained if either of these regulations is broken.

## **5. Kitchen Rules**

- a) The kitchen may be used for storage only of food at no cost.
- b) \$50 fee will be charged in addition to the rental fee if food will be prepared on site and/or equipment will be used or a caterer will be providing food service.
- c) All food items must be removed from the refrigerator.

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