

# Preble County Senior Center "Great Room" Rental Contract



Name(s) of Renter(s): \_\_\_\_\_

Address of Renter(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested for Rental: \_\_\_\_\_ M T W T F S S

Start Time of Rental: \_\_\_\_\_ Ending Time of Rental: \_\_\_\_\_ (Total hours requested) \_\_\_\_\_ All Day Rental \_\_\_\_\_

*We have a three hour minimum on rentals. Cleanup time is allowed after the rental.*

Type Rental Event (Anniversary, Birthday, Reunion, etc.): \_\_\_\_\_

Member \_\_\_\_\_ Nonmember \_\_\_\_\_ Not-for-profit \_\_\_\_\_ Business \_\_\_\_\_ Funeral Meal \_\_\_\_\_

## **Rental Set-up:**

**Room Capacity is 100.**

Estimated number of people expected at your event: \_\_\_\_\_

Number of tables you will need. \_\_\_\_\_ Square tables seat 4 (or we can put two tables together to seat 8.) We will set up the tables per your instructions. (A set-up diagram would be appreciated.)

Do you want tables for serving refreshments, gifts, etc.? How many and where do you want them located?

The kitchen is not available for use and is "off limits" during a rental. A kitchenette is available.

Will this be a carry-in or "catered" event? Name of caterer: \_\_\_\_\_

Phone number of caterer: \_\_\_\_\_

Will you bring special items into the building: projector, screen, sound system, exhibit materials, etc. Yes or No? If yes, what will you bring? \_\_\_\_\_

Special arrangements: \_\_\_\_\_

- Rental of the Great Room includes use of restrooms.
- Use of all other areas of the Senior Center, the lobby, gift shop area, pool table, library, hallways, etc. is prohibited. - Children must be supervised by an adult at all times.
- The outside grounds of the Senior Center are off limits during inclement weather conditions, mud, snow etc. -
- TV and VCR are not available in the Great Room at the Senior Center.
- Use of piano is not permitted without prior approval.
- Rent availability is first come, first served.
- Not available for rental on major holidays.

**Deposit:** A Security Deposit of \$250 is due with completion of this rental contract. *The Security Deposit will be held until the rental is over. It will be applied to the cost of any damages, losses, excessive cleanup, or overage of hours reserved and paid for as contracted. The balance of the security deposit will be refunded after the event, upon inspection of the facilities and grounds, and at the discretion of the Management. Any and all damages or losses incurred by the Preble County Council on Aging due to the actions of the renter(s), and or their guests, during or in connection with the event at the Preble County Senior Center, are the sole responsibility of the renter(s) and will be paid in full. Notice: In the event that any collection activity becomes necessary, the renter(s) agrees to pay the Preble County Council on Aging its collection and or court costs, plus reasonable attorney's fees.*

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**Hourly Rate:** Full payment is due at least 10 business days before the rental. If you are having a catered meal for your event, one hour is allowed for set-up before the rental begins and one hour is permitted after rental hours for clean-up. The regular hourly rate is shown below. We have a three hour minimum on rentals.

- ◆ Members - \$75 per hour
- ◆ Nonmembers and Businesses - \$95 per hour
- ◆ All Day Rental: \$500 Members, \$600 Nonmembers
- ◆ Non-For-Profits - \$50 per hour\*\*
- ◆ Funeral Meals - \$50 per hour

\*Upon request documents must be submitted as proof of your organization's nonprofit status.

### Liability:

RENTER AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS *THE PREBLE COUNTY COUNCIL ON AGING*, ITS OFFICERS, EMPLOYEES, AND SUBCONTRACTORS FROM ANY LOSS, DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR OCCURRING IN CONDITION WITH THIS CONTRACT EXCEPT FOR SUCH LOSS, DAMAGE OR INJURY THAT IS THE RESULT OF THE DIRECT AND SOLE NEGLIGENCE OF THE PREBLE COUNTY COUNCIL ON AGING.

I acknowledge receipt of the Preble County Senior Center rules for rental. Any and all deviations and or changes to the Preble County Senior Center rules require prior consideration and written approval of the management. The list should not be considered comprehensive. All local, state and federal laws and regulations will apply. I agree to the terms and conditions as outlined on rental contract and will be responsible for all outstanding charges or damaged to the facility as a result of this event.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date of Deposit \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

hours @ \$ \_\_\_\_\_ per hour = Total due \$ \_\_\_\_\_

**TOTAL RENTAL AMOUNT DUE:**

Date Rental Payment is Due \_\_\_\_\_

We must receive a copy of the Certificate of Liability Insurance coverage at least 10 days before the rental date when alcoholic beverages will be served.

Date of Full Rental Payment \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

DATE DEPOSIT WAS RETURNED: \_\_\_\_\_

AMOUNT RETURNED: \$ \_\_\_\_\_ MAILED \_\_\_\_\_ PICKED UP \_\_\_\_\_

Preble County Council on Aging, 800 East St. Clair Street, Eaton, OH 45320  
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Website: [www.PrebleSeniorCenter.org](http://www.PrebleSeniorCenter.org) - Email: [Mail@PrebleSeniorCenter.org](mailto:Mail@PrebleSeniorCenter.org)



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