

CITY OF WILDER, KENTUCKY  
520 LICKING PIKE  
[859] 581-8884

**HALL RENTAL AGREEMENT**

Date: \_\_\_\_\_

This Rental Agreement [the "Agreement"] is between the City of Wilder, Kentucky, 520 Licking Pike, Wilder, Kentucky 41071 [the "Hall"] and [the "Renter"] for the rental of the Wilder Hall.

The following information must be provided:

**Renter's Name/** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
**Phone No.** \_\_\_\_\_ [home] \_\_\_\_\_ [other]  
**Date of Event** \_\_\_\_\_  
**Hours of Event** \_\_\_\_\_  
**Type of Event** \_\_\_\_\_  
**Number of Guests** \_\_\_\_\_

**Will Event be Catered** Yes \_\_\_ No \_\_\_  
**Will Beer be Served** Yes \_\_\_ No \_\_\_  
**Will Wine be Served** Yes \_\_\_ No \_\_\_  
**Will Distilled Spirits be Served** Yes \_\_\_ No \_\_\_  
**Will you be Using City's Cokes** Yes \_\_\_ No \_\_\_

**Rental Charges:**

Friday, Saturday and Sunday **\$550.00 plus soft drink charge** for non-residents; **\$450 fee plus soft drink charge for Wilder residents/businesses**. A **\$100.00 security deposit required for all rentals**. Rates include set-up and clean-up of the hall. Any exceptions must be in writing. The base rental rate covers up to four (4) hours. Additional hours will be at the rate of \$100.00 per hour. Rental of the facility is at the discretion of the City.

Monday, Tuesday, Wednesday and Thursday **\$250.00 not including set-up and/or clean-up\* plus a \$100.00 security deposit**. \$100.00 will be charged for each if requested. [\* see attached requirements]

If extraordinary clean up must be performed or damage occurs, the security deposit may not be refunded. Extraordinary clean up is at the discretion of the City of Wilder, KY.

All drinks and containers must be kept inside the Wilder Hall.

Renter is responsible for securing all permits if necessary.

**Catering:**

Renter may furnish his own caterer. Limited kitchen facilities are available at the Wilder Hall.

**Caterer must be instructed by the Renter to clean up the kitchen and food serving area(s) before leaving the premises. Failure of the caterer to clean up may result in the loss of the security deposit.**

Caterer must furnish his own liability insurance policy in the amount of \$500,000.00 as outlined herein.

**Seating and Seating Arrangements:**

The maximum seating capacity for the hall is **250 persons**. No exceptions can or will be made.

**Seating arrangements must be finalized with the City 72-hours prior to the Event.**

**Music:**

Renter may furnish his own music, D.J. or band. The music must remain inside the premises. Excessively loud music will not be tolerated. Music must stop no later than **1:00 a.m.**

**Refund Policy:**

No refund of the deposit, if any, will be given upon cancellation.

No refunds will be given if this Agreement is terminated by actions of persons attending the Event or by actions of Renter, their agents, servants or employees.

In the event that at any time after the signing of this Agreement and before or during the time the hall is rented, the Wilder Hall or the City of Wilder should be materially hampered, interrupted or interfered with in the carrying out or interfered with in the carrying out or completion of the Agreement by reason of fire, casualty, black-out, strike, unavoidable accident, war, act of God or any local or national emergency or unusual condition or any other cause of the same or similar thing, then, in that event, this Agreement, at the option of the City of Wilder shall become null and void and Renter(s) shall not be entitled to any use of said hall. The rental fee and security deposit shall be returned to the Renter within fifteen (15) days subsequent to any of the aforementioned events.

**Insurance and Liability:**

Renter hereby agrees to indemnify the City of Wilder for any damage done by Renter or guests, agents, servants or employees of the Renter or its caterer to the premises rented herein. Renter also agrees to save, hold harmless, indemnify and defend the City of Wilder, its representatives and assigns, from any and all claims arising under this Agreement, including but not limited to claims arising from the dispensing of alcoholic beverages, from any and all claims for personal injuries or property damage which may be brought against the City of Wilder, its representatives or assigns, for injuries arising out of the activities of Renter, their guests, agents, servants or employees.

Food caterers shall not be permitted to service the event unless liability insurance with a combined single limit of at least \$500,000 is carried by the caterer. Such insurance shall name the City of Wilder as additional insured for the date(s) of the Event for which the premises are rented. Such insurance shall also state that coverage provided to the City of Wilder is over and above any liability insurance available to the City of Wilder. A certificate of insurance showing that the caterer is in compliance with this requirement shall be provided to the City of Wilder at least 10-days prior to the Event or the caterer will not be permitted to service the Event.

**The City of Wilder's insurance will not protect either the Renter or Renter's guests, agents, servants and employees of the caterer from claims arising out of the Renter's use of the rented premises. Renter is strongly advised to consult with Renter's legal counsel and insurance agent to determine both liability exposure and insurance protection available to Renter when hosting the Event for which the premises are being rented. This statement should be considered whether or not alcoholic beverages are served.**

Concession payments are due, in full, on the night of the Event and will be charged as set out herein [or withheld from the security deposit]

A \$100 non-refundable deposit and the \$100.00 security deposit are required at the time the Agreement is signed and **payment of the remaining is payable 60-days prior to the Date of Event.** If the Agreement is signed within the 60-days time frame, the entire rental fee is payable at the time the Agreement is signed.

### **Decorating Guidelines:**

Lighted candles must be in glass containers, such as votive lights or hurricane lamps.

Glitter, rice, confetti, birdseed or any other like materials are not permitted. Only table decorations or free standing decorations are permitted.

Absolutely no nails, hooks, pins, tape or glue are permitted on any surface. No streamers or other devices shall be hung, in any way, from the structure of the building. No bubbles or bubble machines are permitted.

**Renter is required to remove and properly dispose of all decorations.**

### **Closing:**

All guests shall vacate the hall within one-half [1/2] hour after the end of the Event. Renter shall vacate the hall within one [1] hour after the end of the Event.

### **Miscellaneous:**

No rentals will be permitted between the hours of 1:00 a.m. and 7:a.m.

Outside doors must remain closed during the Event – they may not be propped open.

Any balloons, signs, etc. placed along the roadway leading to the Wilder Hall must be removed the following day.

No flammable, noxious, toxic, hazardous materials, drugs, controlled substances, or any dangerous substance of any kind or nature, either brought to the hall by you or your guests or agents, licensees or employees are strictly prohibited.



**Understanding and Compliance:**

Renter has read the above Agreement and agrees to comply with all terms and conditions in full. Non-compliance may result in immediate termination of the Agreement, closing of the hall and removal of the guests from the premises at the option of the City of Wilder, KY and forfeiture of the security deposit.

**Renter:**

**City of Wilder, Kentucky**

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payment:**

**Deposit:**

**Hall Rental:**

**Amount:**     \$ \_\_\_\_\_

**Amount:**     \$ \_\_\_\_\_

**Date:**         \_\_\_\_\_

**Date:**         \_\_\_\_\_

**Check No.**     \_\_\_\_\_

**Check No.**     \_\_\_\_\_

[Rev 04/21/11]

## **HALL CLEANUP/SET-UP REQUIREMENTS:**

### **Monday, Tuesday, Wednesday, Thursday Rentals**

In order for residents/businesses to qualify for the hall discount price of \$250 on above noted days the following must be adhered to:

#### **SET-UP:**

Renter is responsible for placement of all tables and chairs for event plus any other miscellaneous duties to ready the hall.

#### **CLEAN-UP:**

Renter must see that all trash is placed in trash bags and disposed of in receptacles located at the first floor rear entrance doors. Tables must be wiped off and chairs folded and placed on top of tables. Floors should be swept of debris and any spillage cleaned up. Washrooms must be cleaned including toilets, washbasins and trash removed.

**If above requirements are not adhered to, Renter will be billed an additional \$100.00.**

## **MISCELLANEOUS INFORMATION:**

#### **Bartenders:**

Jane Haney will be contacting you regarding coordinating bartenders for the event, time scheduling, etc. If you have not heard from Ms. Haney one week prior to event, please contact her at 859/261-4659 or call the City Building at 859/581-8884 between the hours of 8 AM and 3 PM.

#### **Kitchen Facilities:**

Use of the Hall kitchen is limited. Stove/Utensils/Coffee Urns/Paper ware, etc. are not provided for Renter's use unless determined prior to the event. Miscellaneous plastic/paper ware, etc. in the kitchen are not the property of the City but of other organizations within the City. It is the Renter's responsibility to provide food containers, etc. for their event. If you foresee a need to use the kitchen, please discuss upon renting the Hall or when you meet with Ms. Haney for approval.

#### **Entrance Sign:**

Please list wording as you would like it to read on the entrance sign the night of event.

i.e. Congratulations  
John and Mary

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