## 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 <u>SMOKE FREE!</u>

JOHN AND I ROLENT IS SMOKE I	'REE!
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.  3) Deposit of \$100.00 must be made if the kitchen is used to ensure proper clean-up.	
TOTAL: \$	
Everything you bring into the Event Center must be removed by the end of the rental day. Special permission must be received the next day. The city accepts no responsibility for items left in the Event Center. Unsatisfactory 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 inserted.	y clean-up
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 Failure to do so can result in forfeiture of deposit. Renter will not be allowed to set up until after <u>5pm</u> on the day before the function.	function. scheduled
If <u>alcoholic beverages</u> 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 <u>food is catered or sold to the public</u> proof of completion of the Serve Safe Class must be submitted to the city office be event.	efore the
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 damage.	for any
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

- 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 <u>MUST</u> be swept and mopped after the function.
- 4. The bathroom floors <u>MUST</u> 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 <u>wiped down</u> and returned to their proper places at the end of the function.
- 11. All trash must be picked up in outside areas.

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

- 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 THIE IS NOT DONE.
- 14. NO straw bales are to be brought into the building because of mice.

Renter	Date	
If clean-up is to be completed b	y another party, they must sign this for	m also.
Clean-up supervisor	Date	

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Renter's Copy