

NEW PLYMOUTH SENIOR CENTER

BUILDING RENTAL POLICY

- No smoking, No Alcohol on the Premises.
- No decorations furnished.
- No confetti allowed for decorations.
- All garbage needs to be thrown into dumpster out back.
- All floors need to be free of debris.
- Please do not let persons jump on the furniture.
- No eating in sitting area.
- The TV & DVD player & Sound System must be set up/operated by a Board member.
- Responsible for broken or damaged NPSC property.

Sincerely,
New Plymouth
Senior Citizens, INC.

SPECIAL EVENT RENTAL AGREEMENT

New Plymouth Senior Center
126 N. Plymouth Ave.
P.O. Box 506
New Plymouth, ID 83655
208-278-5320

NAME: _____

ADDRESS: _____

PERSON RESPONSIBLE: _____

CONTACT PHONE NUMBER: _____

PURPOSE OF RENTAL: _____

_____ This agreement includes use of the Senior Center property – to include only the following: the general seating area (main room), tables and chairs and rest rooms. Unless otherwise indicated, the use of the Kitchen including any of its surfaces or contents is Not included nor allowed under this rental agreement.

_____ No alcohol is allowed inside the premises of the New Plymouth Senior Center.

_____ Business hours of the Center are 9:00 AM to 5:00 PM. Tuesday, Thursday & Friday. For events, no rental will start before 6:00 AM or end after 12 Midnight.

_____ The USER agrees to maintain the premises and leave it in a good and clean condition. The USER agrees not to alter the premises or attach anything to the premises without first obtaining written approval.

_____ There is a \$20.00 non-refundable reservation fee (deposit) which will be applied to the rental fee upon completion of this contract.

_____ **CLEANING/DAMAGE DEPOSIT:** A refundable cleaning / damage deposit of \$50 will be paid in cash upon contract signing. This fee will be returned in part or in full following inspection at the end of the contract. Any housekeeping not done by the USER will be accomplished by the Center and charged to the USER.

**The Senior Center may be rented for a variety of time frames:
\$60 minimum (2 hours) and \$10 for each additional hour thereafter up to \$150.**

_____ 2 Hour minimum	\$ 60.00
_____ 4 Hours	\$ 80.00
_____ 6 Hours	\$ 100.00
_____ 8 Hours	\$ 120.00
_____ 11-18 Hours (18 Hours maximum)	\$ 150.00

Date of Rental: _____

Time of Rental: (est. start) _____ (est. finish) _____

Estimated Attendance: _____

Is Rental of the kitchen needed? _____ No _____ Yes (must sign separate contract)

Note: If "No," the kitchen area is not to be entered and borrowing of items from the kitchen is not allowed (as stated previously).

[Users are reminded that Clean-up is included in the rental time frame. The only exception would be if the rental went late on Saturday night, then clean up may be allowed on Sunday with notice]

A number of rentals and services are offered for your convenience and use. Fees will vary depending on item(s) and quantity:

_____ Coffee pot
_____ Flatware

_____ Coffee carafes
_____ Water Carafes

_____ Punch Bowl

INDEMNIFICATION: USER agrees to indemnify, defend and hold harmless the New Plymouth Senior Center and its officers, agents and employees from and against any and all claims, losses, actions or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of USER, USER'S agents, employees or representatives under this agreement.

TERMINATION OF AGREEMENT: This agreement may be terminated immediately by the entity for breach of the Agreement by USER and either party may terminate this agreement with written notice of termination with 5 days notice to the other party.

The above contract is accepted as stated.

USER Representative Signature: _____

Date: _____

CENTER Representative Signature: _____

Date: _____