



EUREKA PARKS AND RECREATION COMMUNITY CENTER

333 Bald Hill Road (physical address)

1 Coffey Park Lane (mailing address)

Eureka, MO 63025

Meeting Room Rental Application

Rentals are not considered confirmed until a permit has been issued by a supervisor. We recommend not sending out any type of confirmation until you have received this permit.

NAME

RENTAL DATE(S)

ADDRESS

TO
TIME REQUESTED

CITY, STATE, ZIP

TOTAL HOURS

EMAIL ADDRESS

TOTAL AMOUNT DUE / DATE PAID

HOME PHONE

PURPOSE OF USE

CELL PHONE

NUMBER OF GUESTS

REGULATIONS

1. Rental dates will not be held without this signed agreement and paid refundable security deposit. The rental fees are due forty five (45) days prior to the rental date. If the balance is not paid forty five (45) days prior to the rental date, your reservation will be cancelled and your rental fee will be retained by the City of Eureka. Your deposit will be returned.
2. Cancellation of the rental agreement must be submitted in writing no less than forty five (45) prior to the rental date; otherwise, 50% of the rental fee will be retained.
3. Tenant responsibilities:
 - A. If the tenant is not able to attend the rental function, he/she must designate another person responsible for the function and inform the Parks and Recreation Department. The tenant is liable for all damages / cleanup as stated in the contract.
 - B. Guests are restricted to the rented area of the building.
 - C. All food and beverages must remain in the rented area.
 - D. Upon arrival and departure, the tenant will check in with the Community Center attendant.
 - E. If used, a general cleanup of the kitchen is required.

RENTER INITIALS _____

(over)

- F. No supplies will be permitted in the Community Center until the day of the event.
4. The tenant has the right to use the specified premises, as stated in the contract, and no other. The tenant will not sublet the premises.
 5. The tenant will use the facility in a safe and careful manner, and will comply with all applicable Municipal, State and Federal Laws, and rules and regulations as prescribed by the Fire and Police Departments. The tenant will not in any way, mar, deface, alter, or injure any part of the facility rented.
 6. All portions of the sidewalks, entries, passages, vestibules, halls, doors, and all ways of access to the premises and into any place in the premises will in no way be obstructed by the tenant.
 7. Smoking is not permitted inside the Community Center.
 8. The tenant will exempt the City of Eureka from all loss and expense from liability, or claim of liability, fir injury or damage to person or property claimed to have been sustained, through use of the facility, whether such use is authorized or not. The tenant will pay any and all damages, or loss or theft to the property done by tenant, or his / her guest, patron, employees, or invitees.
 9. The City of Eureka is released from all liabilities for any loss, injury, or damage to persons or property that may be sustained through rental of the facility.
 10. In the handling or custody of property of any kind shipped to the premises at any time, the City and its employees will act solely for the accommodation of the tenant and will not be liable for any loss, damage or injury to such property.
 11. No rental agreement will be taken for or signed by persons under 18 years of age. Persons 18 years old and not 21 years old will be instructed that no alcohol will be permitted on the premises.
 12. Persons 21 years old and older may enter this agreement and include alcohol on the premises, provided there is compliance with all laws. This person is the responsible party and must control the consumption of alcohol by all guests.
 13. It is agreed by and between the parties hereto that the ordinances of the City of Eureka and policies of the Eureka Parks and Recreation Department and Board shall be and are part of the rental agreement, as though they were set out in full herein.
 14. The City of Eureka reserves the right to cancel any reservation for reasonable cause or to require such additional safeguards, before or during the function, as it may deem necessary.
 15. This rental agreement and all terms and conditions shall be binding to the benefit of the parties hereto, their heirs, executor, administrators, personal representatives, successors and assigns.

IN WITNESS THEREOF WE HAVE HEREUNTO SET OUR HANDS THIS _____ DAY OF _____, _____.

CITY OF EUREKA

TENANT

BY: _____
FOR CITY OF EUREKA, LANDLORD

BY: _____
RENTER