



## 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.

**Renter Name:** \_\_\_\_\_

**Group/Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

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

**Hours Rented (Includes set-up and clean-up):** \_\_\_\_\_

**Facility Rented (circle):** (rental fees, deposits and clean up fees may apply)

*Meeting Room #1*

*Meeting Room #2*

*Both Meeting Rooms*

*Lobby Area (w/ Bar Tables)*

*Kitchen (only available with Meeting Room #2)*

**Equipment:** (additional fees and/or deposits may apply)

*Bottled Water*

*Coffee Service*

*Screen*

*Portable Bar*

*Projector*

*Lectern*

*Microphone*

**Preferred caterer being used for your event:** \_\_\_\_\_

(If a preferred caterer is not being used, an additional clean-up fee will be charged)

**Will alcohol be served?** \_\_\_\_\_

**Room set-up notes:** \_\_\_\_\_

**Quantity Needed:** Round Tables: \_\_\_\_\_ Rectangle Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

**Tenant Initials** \_\_\_\_\_

### FOR OFFICE USE ONLY

**Total Rental Fees:** \_\_\_\_\_

**Total Deposits:** \_\_\_\_\_

**Total Clean-up Fees:** \_\_\_\_\_

**Total Equipment Fees:** \_\_\_\_\_

**1<sup>st</sup> Payment Due:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**REGULATIONS/INFORMATION**

1. Reservations will not be accepted more than twelve (12) months in advance.
2. Rental includes the use of the room(s), tables and chairs. The kitchen and lobby areas may be rented for an additional fee. The portable bar and lectern may be rented for additional fees. A pull down screen and projector are available at no cost.
3. Activity exceptions:
  - A. Retail or commercial sales of any kind without written approval of the Director of Parks and Recreation.
  - B. No public auctions may be held in at The Timbers.
  - C. Silent auctions may be held by special permission.
  - D. No for-profit events.
  - E. No alcohol sales without the proper licenses from the State of Missouri and City of Eureka.
4. 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.
5. No more than four (4) weekend days per calendar year may be reserved by any one organization/individual (Friday - Saturday), unless approved by the Board of Aldermen.
6. Cancellation of the rental agreement must be submitted in writing no less than forty five (45) days prior to the rental date; otherwise, the rental deposit is forfeited.
7. Damage/cleanup deposit refunds will be refunded back to the credit card used, or mailed 3 - 4 weeks after the completion of the rental if paid by cash/check. Should any damages and/or insufficient cleanup occur:
  - A. Damage or insufficient cleanup will be noted on check-out sheet.
  - B. The tenant will be contacted within ten (10) business days via written notification of any cost incurred by damages/insufficient cleanup.
  - C. The damage/cleanup cost will be deducted from the damage/cleanup deposit.
  - D. The amount of the damage/cleanup cost which exceeds the deposit will be billed to the tenant. The tenant agrees to pay the damage/cleanup cost within ten (10) days of notification.
8. Rental Hours:
  - A. Rentals may occur during the following times:
    - Mondays – Thursdays:** 5:30 a.m. – 11:00 p.m.
    - Fridays:** 5:30 a.m. – 12:00 midnight
    - Saturdays:** 7:30 a.m. – 12:00 midnight
    - Sundays:** 10:30 a.m. – 12:00 midnight
  - B. **After Hours Fee** – An afterhours fee of \$25.00 per hour, in addition to the rental fee, will apply to all rentals that run past facility closing hours. After hour fees will apply after 9:00 p.m. on weekdays, after 7:00 p.m. on Saturdays and after 6:00 p.m. on Sundays.
9. 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 Parks & Recreation staff. Staff must be notified of any changes by the Friday prior to the rental. The tenant is liable for all damages/cleanup as stated in the contract.
  - B. Guests are restricted to the rental area of the building.
  - C. All food and beverages must remain in the room.
  - D. Upon arrival and departure, the tenant will check in with a staff member.
  - E. Decorations are limited to table top decorations. No decorations are to be hung from the light fixtures, ceiling or walls. **\*\*CONFETTI IS NOT PERMITTED.\*\***
  - G. All items brought into The Timbers MUST be removed by the tenant before leaving the building. The City will not be held responsible for any items left behind. Items rented from outside companies must be removed following the event. Tenant agrees that it will not seek recovery from the City of Eureka for any lost or stolen items.
  - H. Tenant must notify the building attendant immediately of any spills, broken items or items not working properly.
  - I. All City-owned property must remain inside of The Timbers at all times.

**Tenant Initials** \_\_\_\_\_

- J. No open flames are allowed. Candles must be in a contained area, such as votives or hurricanes, at all times.
- 10. Smoking is not permitted inside The Timbers.
- 11. The tenant has the right to use the specified premises, as stated in the contract, and no other. The tenant shall not sublet the premises.
- 12. The tenant shall use the facility in a safe and careful manner, and shall comply will all applicable Municipal, State and Federal Laws, and rules and regulations as prescribed by the Fire and Police departments. The tenant shall not in any way, mar, deface, alter or damage any part of the facility. The tenant agrees to be responsible for any actions of its guests/invitees.
- 13. All portions of the sidewalks, entries, passages, vestibules, halls, doors and all ways of access to the premises and into any place on the premises shall in no way be obstructed by the tenant.
- 14. The tenant shall indemnify the City from all loss and expenses from liability, or claim of liability, for 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 shall pay for any and all damages, or loss or theft to the property done by the tenant, or guests, patrons, employees or invitees of the tenant.
- 15. The tenant releases the City of Eureka, its employees and agents, from all liability for any loss, injury or damages to persons or property that may be sustained through rental of the facility.
- 16. In the handling or custody of property of any kind shipped or delivered to the premises at any time, the City and its employees shall act solely for the accommodation of the tenant and shall not be liable for any loss, damage or injury to such property.
- 17. No rental agreements will be accepted signed by persons under 18 years of age. Persons 20 years and younger will be instructed that no alcohol will be permitted on the premises.
- 18. Persons 21 years and older may enter into 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. The tenant is responsible for compliance with all liquor regulations and City ordinances.
- 19. It is agreed by and between the parties hereto that the ordinances of the City and policies of the Parks and Recreation Department shall be and are a part of the rental agreement, as though they were set out in full herein.
- 20. The City reserves the right to cancel any reservation with cause or to require such additional safeguards, before or during the function, as it may deem necessary. If the City chooses to cancel any reservation, all rental fees will be refunded.
- 21. 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.
- 22. As the tenant identified on page one (1) of this agreement I have read and agree to comply with all regulations.
- 23. My signature on this form further gives permission to the City to take photographs/videos of me, and my family, if applicable, at this event and to use these images for future promotions.
- 24. I represent that I have the authority to enter into this agreement and bind myself and my company to the terms of this agreement.
- 25. I agree to comply with all occupancy standards set for the room(s) I have rented and acknowledge that my event will be stopped if I exceed the occupancy with no refund from the City.
- 26. If the City of Eureka undertakes any collection action to recover any sums due under this agreement, the tenant agrees to pay all the expenses, costs and reasonable attorney's fees incurred by the City.

IN THE WITNESS THEREOF WE HAVE HEREUNTO SET OUR HANDS THIS \_\_\_\_\_ DAY  
 OF \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_  
**CITY OF EUREKA, LANDLORD**

BY: \_\_\_\_\_  
**TENANT OR REPRESENTATIVE**

(Revised 12/21/15)