



# COMMUNITY CENTER RENTAL APPLICATION

333 Bald Hill Road, Eureka, MO 63025 (physical address)

1 Coffey Park Lane, Eureka, MO 63025 (mailing address)

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.

**Applicant Name:** \_\_\_\_\_ **Group/Business Name:** \_\_\_\_\_  
(applicant must be present at event)

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Set Up Start Time:** \_\_\_\_\_ **Set Up End Time:** \_\_\_\_\_ **Clean Up Time:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_ **Title of Event:** (ie. Sam's Baby Shower) \_\_\_\_\_

**Type of Event:** Meeting \_\_\_\_\_ Business Function \_\_\_\_\_ Party \_\_\_\_\_ Other \_\_\_\_\_

**Serving:** Food \_\_\_\_\_ Alcohol \_\_\_\_\_  
(Alcohol sales are prohibited without the proper licenses from the State of Missouri and City of Eureka)

### Check the Facility You Are Renting

(Renter responsible for setting up, cleaning and tearing down tables and chairs at end of event)

\_\_\_\_\_ Main Hall: Resident: \$500.00 Non-Resident: \$650.00 (includes hall, meeting room, bar, kitchen, tables & chairs)  
(227 people max) Security Deposit: \$150.00

\_\_\_\_\_ Meeting Room: Resident: \$30/hour Non-Resident: \$35/hour (Includes tables and chairs)  
(37 people max) Security Deposit: \$50.00

(Renters must vacate the building no later than Midnight. This includes clean up and all personal property removed.)

**Extras needed:** Stage (no deposit): \_\_\_\_\_ Microphone: (\$125 deposit) \_\_\_\_\_ Keg Handles: (\$50 deposit) \_\_\_\_\_  
(all extra fees are due at time of rental)

Tables available for usage: 22 – 6' diameter round tables      10 – 5' diameter round tables      60 – 8' rectangle tables

### FOR OFFICE USE ONLY

**Security Deposit:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Rental Fees:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Extra Fees:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ (all extra fees are due at time of rental)

**Payment Plan (full time staff only, must have credit card on file):** Credit card will be run on the dates specified below

**Payment #1:** \$ \_\_\_\_\_ **CC Run Date:** \_\_\_\_\_

**Payment #2:** \$ \_\_\_\_\_ **CC Run Date:** \_\_\_\_\_

**Final Payment (no less than 60 days before event):** \$ \_\_\_\_\_ **CC Run Date:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_ **Deposit Refund Date:** \_\_\_\_\_

## EUREKA COMMUNITY CENTER REGULATIONS/INFORMATION

1. Reservations will not be accepted more than twelve (12) months in advance.
2. Rental of the multi-purpose hall includes the use of the main hall, meeting room, bar area, walk-in cooler and kitchen facilities. The kitchen includes the ice machine, stove, sink, counters and tables. Kitchen supplies are not included in the rental.
3. Activity exceptions:
  - A. No public auctions may be held in the Community Center.
  - B. Silent auctions may be held by special permission.
  - C. No for-profit events.
  - D. Alcohol sales without the proper licenses from the State of Missouri and City of Eureka.
4. Rental dates will not be held without the signed agreement, paid rental fees, and paid refundable security deposit. Payment plans can be arranged with full time staff with signed application and deposit paid; all final payments will be due no less than sixty (60) days prior to the rental date. If the balance is not paid before sixty (60) days prior to the rental date, your reservation will be cancelled and the deposit will be retained. Cancellation of the rental agreement must be submitted in writing no less than sixty (60) days prior to the rental date; otherwise, the rental deposit is forfeited. Rentals cancelled less than 30 days prior to the event; 50% of the rental fee and the security deposit will be retained.
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 sixty (60) 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 (if the transaction was made less than 180 days prior), all other deposits will be refunded by check and mailed within four (4) weeks of the completion of the rental. 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 and due within ten (10) days of the notification.
8. Definition of rental times:
  - A. **Set-up Time** - the time when the tenant may have access to the facility for decorating, bringing in supplies, setting up tables & chairs, etc.
  - B. **Event Start Time** - the time the function begins.
  - C. **Event End Time** - the time the function ends and the guests depart. This is when the music stops, food and refreshments are no longer served, and the lights are turned on.
  - D. **Departure Time** - the time everyone, including the band, caterers and tenant are to be out of the building. The time between the occasion stop time and the departure time is used by the tenant for asking guests to leave, cleanup and removing supplies, including tables and chairs. The Community Center **MUST** be closed by 12:00 midnight. **Be certain to allow enough time to accomplish this.**
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 the Parks & Recreation staff. Staff must be notified of any changes on 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 building.
  - D. Upon arrival and departure, the tenant will check in with a Community Center attendant.
  - E. Decorations are to be affixed with **painters' tape** or hung from the nails provided. Additional nails and staples are not allowed to be used to affix any decorations. Tenant is responsible for removal of any decorations. **\*\*CONFETTI/GLITTER IS NOT PERMITTED\*\***
  - F. **Tenants are responsible for entire cleanup following activity.** Cleanup includes wiping down and putting away tables and chairs, removal of trash and wiping down bar area and kitchen (including stove, sink, counters and tables), sweeping and mopping if needed.
  - G. All items brought into the Community Center **MUST** be removed by the tenant before leaving the building. The City will not be held responsible for any items left behind.
  - 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 Community Center at all times.
  - J. No open flames are allowed. Candles must be in a contained area, such as votive or hurricanes, at all times.
10. Smoking is not permitted in ANY City owned building.
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\_\_\_\_\_  
 (Date) (Month) (Year)

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

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