CLERMONT CHATTAHOOCHEE CENTER
RENTAL AGREEMENT

Name of User Group or Representative_____

Address_____**City**_____**Zip**_____

Email Address_____

Phone _____

Renter shall hold harmless the Town of Clermont, its employees, and public officials from and against any and all claims, damages, losses and liabilities whatsoever in nature, cause of origin, and whether or not attributable to the negligence of Renter, its agents, contracts or employees or the use of occupancy of the designated facility or any other portion of Town of Clermont by Renter, its agents, employees and invitees.

Renter acknowledges and agrees that Renter is encouraged to examine and inspect rental facility to assess its condition, suitability and fitness for Renter's use.

I have read and understand the Policies & Procedures regarding facility usage and verify to the best of my knowledge that all information on this contract is correct. As the Renter, I understand that failure to comply with the above stated rules could result in the loss or part of all of rental fees.

Signature indicates the signer has read, understands, and agrees to abide by the policies and procedures outlined herein.

_____   _____
Renters Signature   **Date**

To be completed by staff

Type of Event	
Date Reserved	
Amount To be Paid	
Cash___ Money Order_____ Date_____	
Cleaning/Damage Deposit Received__	

Renter Agreement Policies and Procedures

1. Renter agrees to pay all fees, and submit necessary paperwork at the signing of the agreement.
2. The renter shall be liable for all damages identified below and the conduct of the renter or invitees during the agreed rental times.

    a. Damage to the facility, furnishings, and/or grounds.
    b. The facility, furnishings and/or grounds are not clean at conclusion of the rental period.
    c. Any renter or invitee displaying improper conduct as determined by staff. Improper conduct shall include by not limited to, abusive or threatening language, physical violence, lewd behavior, apparent intoxication or presence of weapons.
    d. Cleaning/damage deposit will be refunded in full on the next business day following the event except in the occasions listed above. Damage in excess of the deposit amount will be billed directly to the renter.

3. The entire event, including set-up and clean up, must occur within the agreed upon rental hours. Additional fees will be assessed for exceeding rental hours.
4. All cancellations and request for refunds must be submitted in writing thirty (30) days prior to rental date for a full refund. If received less that 30 days prior to event date, 50% will be refunded.
5. Alcoholic beverages, tobacco products, and weapons are prohibited.
6. Staff will monitor all sound equipment noise levels and will notify renter if adjustments are necessary.
7. All garbage must be removed and/or placed in designated area.
8. Renter is responsible for the cleanup of the rented space. Staff will direct renter to the necessary cleaning supplies.
9. Rental events for youths must have adult supervision. Adult supervisor must me over 21 years old and supervision is required both inside and outside facilities.
10. Staff shall enforce all of the above rules and regulations. Staff also has the authority to cancel any rental at any time during the rental period.
11. The Rental group shall not and cannot transfer the contract to another group.
12. If the Renter defaults in any of the obligations under this agreement or violates any terms thereof, the Town of Clermont may terminate this agreement. If this agreement is terminated for this reason, all fees are non-refundable.
13. Renter is responsible for taking down tables & chairs.
14. Rental times may not exceed past 10 p.m. and include renter's set-up and clean-up time.

I have read and understand the above stated rules.

Renters Initials_____