

Rental Procedure - Willing Workers Hall

- Inquiry** Rental Manager will accept.
- Show** Caretaker will give the inquirer copies of Rental Procedures and Rental Agreement then show hall, inside and out.
- Signing** The Renter and the Rental Manager will sign the Rental Agreement. The Renter will provide separate checks for rent and deposit, then receive key.

Pre Inspection

The Caretaker and the Renter will inspect as follows:

1. Building inside is clean.
2. Walls, floor, ceiling and trim not damaged.
3. Tables (12-6', 1-8', 2-wood, 2-round)
4. Chairs (42-folding, 40 stackable)
5. Parking area, plantings, grass and backyard presentable.
6. Additional comments:

Post Rental Instructions

1. Set thermostat at 50 F.
2. Turn off water heater, stove (4 burners) and 4 ovens.
3. Clean up spills and broom-clean floor.
4. Clean bathroom as needed.
5. Consolidate trash in plastic bags and remove from the hall.
6. Close windows in winter. Close shades (main room 1st floor to mid-window) and drapes to keep building warm in winter cool in summer.
7. No food in refrigerator. Kitchen doors closed.
8. Turn off interior lights and leave flood light switch up.
9. Check that the 2 exterior doors are locked and latched.

Post Inspection

The Caretaker and the Renter will inspect as follows:

1. Building inside is clean.
2. Walls, floor, ceiling and trim not damaged.
3. Tables (12-6', 1-8', 2-wood, 2-round)
4. Chairs (42-folding, 40 stackable)
5. Parking area, plantings, grass and backyard presentable.
6. Additional comments:

Deposit Return

Upon the Caretaker's satisfactory Post Inspection, the Rental manager will return the security check to the Renter. The Renter will return key.

- Contacts:** Rental Manager – Bill Crider, J. Edward Knight Insurance, 677-3606
Caretaker – Al Rottner, 677-2095
Cleaner – Norma Sprague, 677-2488

6/26/11

Rental Agreement - Willing Workers Hall

Renter: First Name _____ MI _____ Last Name _____
Address _____ Phone _____ E-mail _____
Organization _____

Dates of rental, from _____ to _____ (specify dates/hour)

Amount: Full day @ \$300	\$ _____
Full hour @ \$100	\$ _____
Electronics (CD, DVD, Power Point, Overhead Projector) by Lion, add \$10/hour	\$ _____
Rental Total (separate check)	\$ _____
Security Deposit (separate check)	\$ 100

Owner will provide: 1) Tables and chairs, 2) Kitchen equipment including stove & ovens (for warming only), refrigerator, microwave, dishes and flatware, 3) Piano, 4) Heat (control by thermostat, no AC), 5) 2 Trash cans with plastic bags, 6) Movie screen 80"x 94", 7) Backyard.

Renter will: 1). Exercise usual care of Owner's property, follow Rental Procedure and report any failures or problems promptly. 2) Have a maximum of 80 people in the building. 3) Leave property as it was found. 4) Not drive vehicle or stakes deeper than 8" in backyard. 5) Ventilate per instructions posted near fan at kitchen west window.

Special conditions: 1). Rental period must include time needed for set-up and clean-up afterwards. 2) Owner is not responsible for loss of valuables of Renter. 3) Renter is responsible for loss or damage to property of Owner unless such loss can be shown to be due to the fault of the Owner. 4) Deposit returned on satisfactory post inspection or cancellation at least 2 weeks prior to rental date.

Insurance: At agreement signing, \$300,000 personal liability or commercial general liability insurance company _____, policy number _____
If alcohol will be served by an independent caterer/bar tender, \$300,000 liquor liability insurance company _____, policy number _____

Other Conditions: _____

Agreed by Renter

Accepted by Owner
Bristol Area Lions Club

Signature _____

Printed _____

Date _____

7/18/11