



CITY OF WEBSTER
CIVIC CENTER RENTAL AGREEMENT

Today's Date: _____

Date of Event: _____

Renter Details:

Organization: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Please check all that apply:

- Webster resident
Webster Based Business
City Employee
Non-Profit Organization

Event Details:

Start Time of Event: _____ End Time of Event: _____

Start Time of Prep.: _____ End Tme of Prep: _____

Type of Event: _____

- *3 hours of prep. time included in the Set-up Fee.
*Additional time will be \$35 per hour.
*All persons must vacate the premises no later than 1:00 a.m.
*Civic Center will be unlocked during hours of the event and prep time only.

Approximate # of Guests: _____ # of Police Officers Required: _____

- *Cost of officers is \$50/hour per officer, in cash only.
*Fee must be paid at the start of event to each officer.

Will Alcohol be Present? [] YES [] NO

OFFICE USE ONLY
Table with columns: Fee Details, Receipt #. Rows: Deposit, Rental, Set-up, Total, Paid, Balance, Balance due proior to.

AGREEMENT ACKNOWLEDGMENT

By signing this agreement, the renter acknowledges having read, understood, and agreed to all terms and conditions outlined in this agreement, including:

- the Deposit Terms - page 2
the Rental Terms - page 2
the Security Requirements - page 3
the Set-Up Requirements - page 4
the Rental Conditions - page 4-5
the Waiver of Liability - page 6

Renter's Signature:

Facility Representative Signature:

Date: _____

Date: _____



DEPOSIT

Will alcohol be present? circle one		
	Mon.-Thur.	Fri.-Sun.
Yes	\$200	\$800
No	\$100	\$300

****Must be paid at the time of booking to secure the date.***

Deposits will only be refunded if the following conditions are met:

- No damage is sustained to any City property;
- All decorations are removed;
- All major spills are mopped up;
- All trash is removed from the building and placed in the dumpster;
- Full compliance with all other Civic Center Rental Policies.

Deposits are refunded 14 to 21 days after the event date. Refunds are issued via check and are mailed to the address provided on the Rental Agreement. Checks will not be issued in person at City Hall.

RENTAL FEE

Which of the following apply? circle one		
	Mon.-Thur.	Fri.-Sun.
Resident Webster Based Business City Employee Non-profit	\$100	\$300
Non-resident	\$150	\$500
For Gain or Profit	\$300	\$600

****Renters must be at least 21 years of age.***

****Rental fees must be paid no later than 14 days prior to the event.***



Security Requirements

*Consumption of alcohol is prohibited without Security present.

SECURITY FEE

Which of the following apply? circle one		
	Mon.-Thur.	Fri.-Sun.
Alcohol present	\$50/hour/officer	\$50/hour/officer
No alcohol present	N/A	\$50/hour/officer

Which of the following apply? circle one		
1-100 guests	1 officer	
101-200 guests	2 officers	
201-300 guests	3 officers	

**Officers must be paid at the start of the event in cash only.*

**Officers must be booked for a minimum of 3 hours.*

- Event security must be members of the Webster Police Department. The City of Webster reserves the right to use alternate certified police officers when necessary.
- All persons must vacate the premises no later than 1:00 am. Failure to do so may result in forfeiture of your deposit.
- A police officer will remain on duty until the last person leaves the building.
- The City reserves the right to demand additional fees to pay additional officers (with additional equipment), EMS, and other City personnel to attend the event, if in the opinion of the Community Development Director and/or the Chief of Police, additional security is necessary to preserve the peace.
- Officers reserve the right to shut down an event at any time, if the event poses eminent danger to the public or officers.
- All police officers will be in uniform while in performance of security duty.

Key Card Policy

If you are renting Monday – Thursday and do not require security, you will be issued a key card.

- Return Requirement: The key card must be returned to the City Hall night drop immediately following the event. Failure to do so may result in loss of your deposit.
- Security Responsibility: The renter is responsible for ensuring all doors are locked upon leaving.
 - One tap of the key card unlocks the door and it will remain unlocked. Tap again to relock the doors before exiting.



Set-Up Requirements

*No Caretaker is required during events occurring Monday-Thursday

		Mon.-Thur.	Fri.-Sun.
SET-UP FEE	This includes 3 hours of set-up time.	\$0	\$100
	Additional hours are \$35/hour	___ extra hours x \$35 = _____	

**\$100 minimum – provides three hours of set-up time prior to event start time.*

**\$35 per hour for each additional hour after the first three hours.*

**No set-up fee for events Monday – Thursday.*

- Staff will schedule a Civic Center Caretaker for the Renter’s requested set-up time.
- Set-up time payments are due no later than fourteen (14) days prior to the date of the event.
- The Renter must have a responsible party present during the set-up time to acknowledge the Civic Center Rental Inspection, with the Civic Center Caretaker.
- If, during set-up, the Renter determines that more set-up time will be necessary, the Renter may ask the Civic Center Caretaker for additional hours. The Renter, or responsible party, will be required to sign for additional hours, acknowledging that \$35.00 per additional hour will be withheld from the rental deposit.

Rental Conditions

Please read and sign below acknowledging the rules and stipulations of the Facility.

- a. I understand that the full deposit is required at the time of reservation. All rental fees are due no later than fourteen (14) days prior to the date of the event. If all fees are not paid by the due date, the City reserves the right to cancel the event. Payment may be made by cash, personal check, money order, Visa or MasterCard.
 1. Events shall be scheduled no earlier than fourteen (14) months prior to the date(s) of the event.
- b. I understand that the police officer must be paid at the event start time. Officers reserve the right to cancel a scheduled event if the security fees are not paid upon arrival.
- c. I understand that to obtain the residential rate, I must provide proper documentation of my residential status, i.e.: utility bills, driver’s license, or lease agreement. I understand that the renter must be present at the event and will be held responsible for any and all damage.



Rental Conditions (continued)

- d. I understand that I assume full responsibility for any damages incurred to any City property during the hours of set-up time and/or the scheduled event, to include possible forfeiture of renting the facility in the future.
- e. I further understand that in the event damages do occur and the damages exceed the amount of the deposit, I will reimburse the City of Webster within three (3) days after presentation of an itemized invoice.
- f. I further understand that failure to end the scheduled activity at the designated time will result in forfeiture of deposit.
- g. I understand that all renters' equipment will be removed from the premises upon termination of the event.
- h. Under no conditions will rice, birdseed, confetti, glitter or any other foreign object(s) be permitted to be thrown within the City's complex. Birdseed and bubbles may be used outside of the facility.
- i. I understand that under no conditions will any objects be hung from the ceiling.
- j. I understand that under no conditions will fog machines be allowed.
- k. I understand that failure to comply with all Rental Conditions will result in the forfeiture of the deposit.
- l. I understand that I will not discriminate against any person(s) on the grounds based on race, color, national origin, religion, or sex.
- m. CANCELLATION: the City reserves the right to cancel the usage of the facility if, in the sole discretion of the City, the facility is needed for municipal purposes. The City, upon cancellation, will return all deposits and will pay no other damages to the renter.

CANCELLATIONS

61+ days given for cancellation	100% refunded
31-60 days given for cancellation	50% refunded
30 or fewer days	0% refunded

Waiver of Liability

I understand that the City of Webster is not responsible for the loss or damage to any equipment or supplies of the renter.

To the fullest extent permitted by law, the RENTER, shall indemnify and hold harmless the City of Webster from and against claims, damages, losses and expenses, including but not limited to, attorney's fees, which arise out of or in any way relate to any and all personal injury, death and/or property damage in connection with rental by the City to the rental of the Facility (as defined above), and arising out of any act and/or omission by the City and/or any and all of the City's agents, representatives, servants, and employees, including, but not limited to, negligence, gross negligence, strict liability, breach of express or implied warranty, breach of fiduciary duty, breach of the duty of good faith and fair dealing, fraud, conspiracy, conspiracy to defraud, deceptive trade practice allegations, misrepresentations, or contribution, or any other claim, whether based on a tort, contract, or under any theory of recovery, under any state or federal law, or whether for compensatory or punitive damages (or any types of damages whatsoever). In no event will the City of Webster be liable for special indirect or consequential damages arising out of, or in connection with, the rental of the Facility rendered under this Agreement.

Any provision of this Agreement, which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition of unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or unenforceability of such provisions in any other jurisdiction.

This agreement is not binding upon the City unless it has been signed by the renter, deposits have been paid, and it has been signed by the Facility Coordinator.

Event Date: _____

Webster Civic Center

Maximum Capacity 300 people – 4,745 sq. ft.

Renter: _____

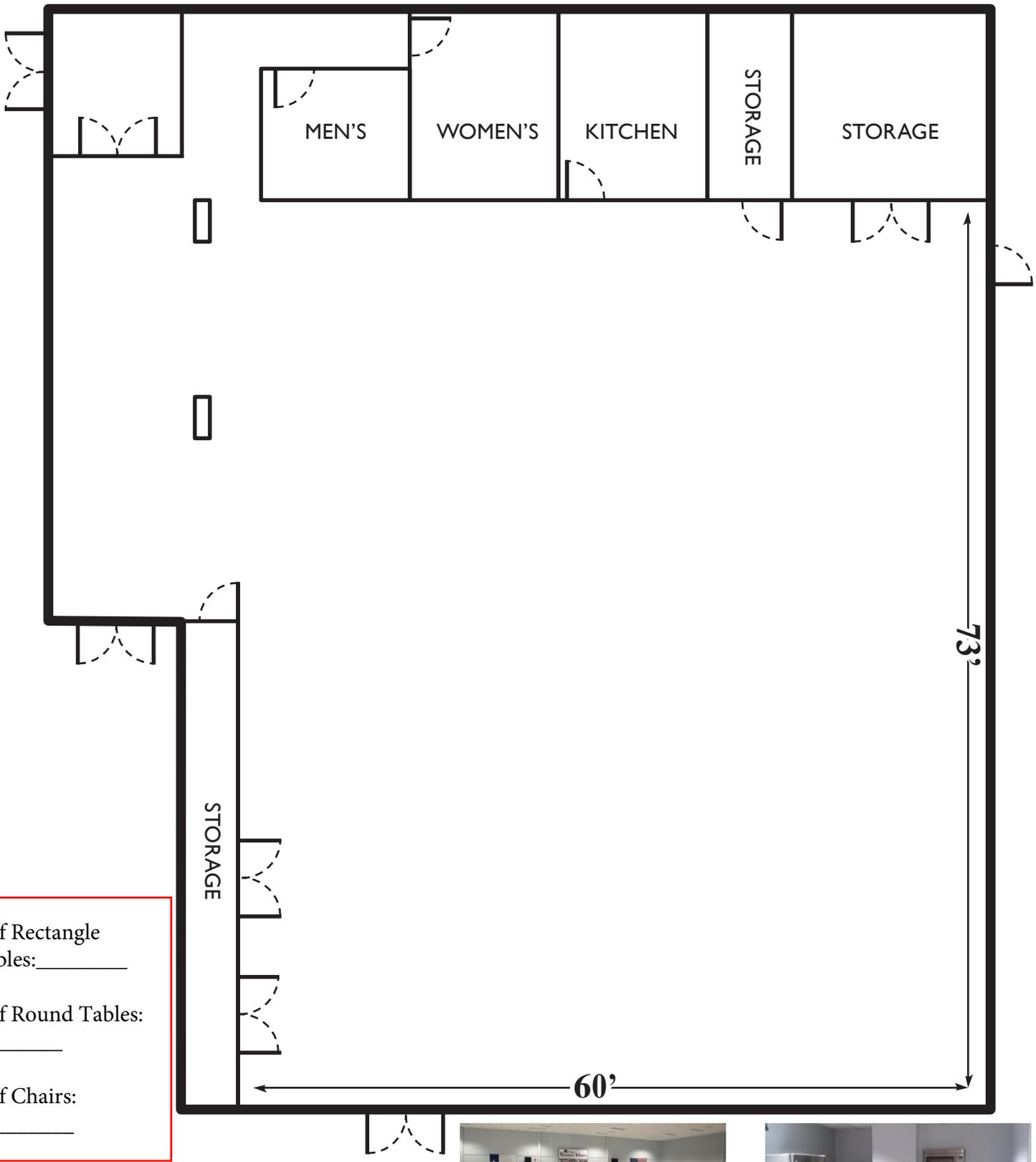


Table and Chair Availability

- 60 Rectangle Tables (6ft x 30in)
- 15 Round Tables (6ft)
- 300 Chairs



Main Room



Kitchen