

## SOUTH HILLS CIVIC CENTER

### Description:

- Sit down seating for 80.
- Parking on-site.
- Kitchen area includes one (1) refrigerator, one (1) microwave and one (1) sink.
- Garbage bags, toilet paper and cleaning supplies are furnished.
- Men/Women handicapped accessible restrooms.

### Rental Information:

- The Fees for Renting the Civic Center will be \$100.00 for Friday, Saturday or Sunday rentals, and \$50.00 for Monday, Tuesday, Wednesday or Thursday rentals.
- The appropriate fee for renting the Civic Center is due at the time the contract is signed, this check will be cashed upon receipt.
- All rentals require a \$100.00 deposit check (this check should be dated the day of the event).
- Rental Fee and Deposit checks must be 2 separate checks, both of which are due with the application and must be written from an account that shows a Fort Wright address. A list of Rules and Guidelines will be given to the renter once deposit is received. The second check will not be cashed unless there is damage to the Civic Center and/or it is not cleaned up. The deposit will be mailed the next business day after the event provided there is no damage.
- Application and Rental Fee are due within 10 days of placing your name on the calendar with the City Clerk. After 10 days, the date will be re-opened.
- Renter must perform general cleaning that includes sweeping and mopping all floors, toilets and wiping of all tabletops, counter tops, and chairs and removal of all trash.
- The Civic Center may be rented during the hours of 9:00am and 12:00 midnight.
- There is a limit of two (2) rentals per calendar year per household.
- The Civic Center is ONLY available for rental to Residents of the City of Fort Wright, residency will be verified by the City Clerk.
- For emergency assistance during rental call: 356-3191 evenings and weekends.
- Ask for a Fort Wright Officer as this is the Police Dispatch. Weekdays call 331-1700 if rental is between 8 a.m. and 5 p.m.

### Renting:

- To rent the Center, telephone the City of Fort Wright Administration Building at 859-331-1700 during the hours of 8 a.m. and 5 p.m. Monday-Friday.

**City of Fort Wright  
409 Kyles Lane  
Fort Wright, KY 41011  
(859) 331-1700 Fax (859) 331-0454**

**SOUTH HILLS CIVIC CLUB HALL RENTAL AGREEMENT**

Today's Date: \_\_\_\_\_

The following is a contract between the City of Fort Wright (Hereinafter referred to as "Rentee") and \_\_\_\_\_ (Hereinafter referred to as "Renter") for the rental of the South Hills Civic Center (Hereinafter referred to as "Center.") **PLEASE NOTE: NO RENTAL WILL BE REFUNDED IF EVENT IS CANCELLED WITHIN 30 DAYS OF EVENT, UNLESS THE CIVIC CENTER IS RE-RENTED.**

Address: \_\_\_\_\_, Fort Wright, KY \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Cleanup: \_\_\_\_\_

(List actual times, ie. 12-4PM)

Total hours: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Number of persons to attend: \_\_\_\_\_ Will event be catered?: Yes \_\_\_ No \_\_\_

**COST: \$100.00 (hall rental fee) + \$100.00 security deposit – Friday, Saturday or Sunday rentals**  
**\$50.00 (hall rental fee) + \$100.00 security deposit – Monday through Thursday rentals**

Rental fee paid \$ \_\_\_\_\_ date: \_\_\_\_\_ check # \_\_\_\_\_

Deposit fee paid \$ \_\_\_\_\_ date: \_\_\_\_\_ check # \_\_\_\_\_

Renter responsible for set up and clean up of hall and supplies all drinks, food, etc.  
Security Deposit is refundable if hall is cleaned up to the satisfaction of the City.  
Rental Fee of \$100.00 (or \$50.00) is required at the time the contract is signed, this check will be cashed upon receipt; as well as a Deposit check for \$100.00, the second check will be held until after the event, and returned providing that the Civic Center has been returned to its pre-use condition. Both checks must be written from an account that shows a Fort Wright address

Please make checks payable and remit to:  
**City of Fort Wright**  
**409 Kyles Lane**  
**Fort Wright, KY 41011**

REFUND DEPOSIT  
\_\_\_\_ YES  
\_\_\_\_ NO  
APPROVED BY: \_\_\_\_\_

**UNDERSTANDING AND COMPLIANCE:**

Renter has read the Hall Rental Agreement including the attached terms and conditions, understands them and agrees to comply with them in full. Non-compliance can result in immediate termination of the rental agreement, closing of the hall and removal of the guests from the premises at the option of the City of Fort Wright or Center and forfeiture of Security Deposit.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
City of Fort Wright

Date: \_\_\_\_\_

Date: \_\_\_\_\_

RENTAL IS BASED ON THE FOLLOWING TERMS AND CONDITIONS:

A. INSURANCE AND LIABILITY

1) Renter hereby agrees to indemnify the City of Fort Wright for any damage done by the Renter or guests or employees of the Renter or its caterer to the premises rented herein, renter also agrees to save, hold harmless, indemnify and defend the Rentee, its representatives and assigns, from any and all claims arising from the dispensing of alcoholic beverages, from any and all claims for personal injuries or property damage which may be brought against the Rentee, its representatives or assigns, for injuries arising out of the activities of Renter, Renter's guests, agents, servants or employees.

B. DEPOSIT AND REFUND POLICY

1) Rental Fee of \$100.00 (one hundred dollars) for Friday, Saturday or Sunday rentals; \$50.00 (fifty dollars) for Monday, Tuesday, Wednesday or Thursday rentals must be received on the date of this contract, this check will be cashed upon receipt.

2) NO REFUND of Rental will be given, if cancelled within 30 days of event, unless the Civic Center is re-rented.

3) No refund whatsoever will be given if agreement is terminated by actions of persons attending the event or by actions of persons attending the event or by actions of Renter, its agents, servants or employees.

4) The security deposit will be returned provided the Center is cleaned to the same condition that existed immediately prior to the event. The cleaning shall include, without limitation:

a) Collecting all trash and depositing it in trash bags in the onsite dumpster/toters.

b) Removing all spills and other deposits of foreign material from all horizontal surfaces, such as floors, chairs, tabletops and countertops by wiping them clean thereof; and

c) Emptying all refrigerators, microwaves and wiping them clean from foreign materials.

d) If the Center is not cleaned to the condition thereof, the Rentee shall mail or otherwise deliver to the Renter, a written description of the deficiencies in the post-event cleaning, and keep the security deposit of the Renter as liquidated damages for the time, labor, equipment and supplies necessary for the required cleaning of the Center.

5) In the event that at any time after the date this agreement is signed and before or during the time the hall is rented, the Rentee should be materially hampered, interrupted or interfered with in the carrying out or completion of this agreement by reason of fire, casualty, black-out, strike, unavoidable accident, riot, war, act of God or any local or national emergency or unusual condition or any other cause of the same or similar kind then, in that event, this agreement, at the option of the Rentee shall become null and void and Renters shall not be entitled to any use of said hall. The rental fee and security deposit shall be returned to the renter within seven (7) days subsequent to any of the aforementioned events.

C. KEY FOR CIVIC CENTER

1) A key to the facility will be issued at the City Building to the applicant only and no more than 48 hours in advance of the requested date

2) The key must be returned to the City Building by 5:00 pm of the following work day, after the use unless other arrangements have been approved by the City.

3) A key to the facility for Saturday and Sunday uses must be obtained at the City Building no later than Friday at 5:00 P.M. and returned on Monday by 5:00 P.M.

4) If the key is lost or otherwise cannot be returned, the applicant must reimburse the City for the cost of changing the locks on the building.

a. Lost Keys Require \$250.00 Fee to Change Locks and Keys

D. DECORATIONS

1) Glitter, confetti, rice, or any fine materials are NOT permitted on the premises including the hall or outside.

2) Renter must remove and properly dispose of all decorations.

3) Only table decorations are permitted, absolutely no nails, hooks, pins, tape or glue are permitted on any surface.

- 4) Lighted candles must be in glass containers, such as votive lights or hurricane lamps.
- 5) No bubbles or bubble machines are permitted.

#### E. CATERING

- 1) Renter must furnish own caterer.
- 2) Caterer must be instructed by the Renter to clean up the kitchen and food serving area(s) before leaving the premises. Failure of the caterer to clean up may result in the loss of security deposit. Renter may choose to clean up the area as an alternative.

#### F. SEATING AND SEATING ARRANGEMENTS

- 1) The maximum seating capacity for the hall is 80 persons. No exceptions can or will be made.

#### G. MUSIC

- 1) Renter may furnish his own music, DJ or band. The music must remain inside the premises and be confined to the rental room only. Excessively loud music will not be tolerated.

#### H. CLOSING

- 1) All guests shall vacate the hall within ½ hour after the event.
- 2) Renter shall vacate hall within 1 hour.

#### I. MISCELLANEOUS

- 1) All laws (Local and State) must be followed.
- 2) No rentals allowed between 12:00 am – 9 am.
- 3) Outside doors shall remain closed during event – they may not be propped open.
- 4) No balloons, signs, etc. may be placed along the roadway leading to the Center.
- 5) No banners/streamers may be hung on the outside of the building.
- 6) NO SMOKING within the building.
- 7) Vehicles must be operated on the paved surfaces only.
- 8) The continuation of any Event after midnight must be pre-approved by the City Administrative Officer.
- 9) The location or use of any tents on the premises that are not provided by the City is not permitted without permission of City Administrative Officer. If permitted, they must be on grass area and a map showing location MUST be submitted with application for approval.
- 10) The rentee reserves the right to do on-site inspections during the event. If the inspection reveals a serious problem, the rentee reserves the right to order the premises vacated immediately and the renter forfeits all deposits and rental fees. The rentee also may pursue any other legal remedies as necessary.

#### J. UNDERSTANDING AND COMPLIANCE

Renter has read the above Hall Rental Agreement including terms and conditions, understands them and agrees to comply with them in full. Non-compliance can result in immediate termination of the rental agreement, closing of the hall and removal of the guests from the premises at the option of the City of Fort Wright or Center and forfeiture of Security Deposit.