

**Contractual Agreement  
for Rental of the  
Bainbridge Community Building**

Lessee Name \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # Home (    ) \_\_\_\_\_  
 Work (    ) \_\_\_\_\_  
 Cell (    ) \_\_\_\_\_

**Rental Fee**  
 Small Room \$100.00  
 Small Room (501c3) \$50.00  
 Large Room with Kitchen \$400.00  
 Large Room with Kitchen (501c3) \$200.00  
 Large Room with kitchen (Funeral) \$200.00  
 Damage/Cleaning Deposit \$100.00

**Type of Event** \_\_\_\_\_  
 Requested number of Tables \_\_\_\_\_  
 Requested number of Chairs \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
<b>Deposit</b> _____	
<b>Date Received</b> _____	
<b>Date Returned</b> _____	
<b>Rental Fee</b> _____	
<b>Date Received</b> _____	

Exterior Sign Message (when available):

\_\_\_\_\_

Facilities Needed	Date Time	(From/To)	Rental Fee
Large Room & Kitchen	_____	_____	_____
Small Room	_____	_____	_____
		Total	_____

**Terms**

\* In order to reserve a specific date, a contract must be submitted with full rental fee and damage/cleaning deposit.

\* Damage/Cleaning deposit payments must be made separately from Rental Fees. All deposits or deposit balance will be returned after inspection has been completed.

\* Checks should be written payable to the "Bainbridge Improvement Society"

\* A certificate or proof of insurance is required for all events. *Please check with insurance agent to confirm coverage of this type of rental.*

\*The lessee agrees to assume full liability for proper use, care and maintenance of the building and grounds during which time the lessee has rented the facility. The Bainbridge Improvement Society is not responsible for theft, vandalism, injury, etc.

- \* ½ of the usage fee will be returned for a cancellation less than 30 days prior to the rental date.
- \* The person or organization renting the Bainbridge Community Building agrees to hold harmless and indemnify the Bainbridge Improvement Society and the Town of Bainbridge for any and all losses.
- \* The Bainbridge Community Building may be scheduled through the office of the Clerk-Treasurer. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m.
- \* The Bainbridge Community Building is available for usage between 7:00 a.m. and 12:00 midnight. If the building is needed before or after these scheduled hours, arrangements must be made prior to the event and will require an additional fee of \$50.00
- \* All rooms are available to be rented in advance of an event for ½ the regular rental fee per room per day for the purpose of setting up or decorating. This option is only available if the rooms have not been rented 5 days prior to the event.
- \* No equipment is to be removed from the community building. This includes all kitchen appliances and supplies, tables, chairs, sound equipment, podium, remote controls, etc.
- \* Nothing should be attached to the walls using any type of permanent hanging device or adhesive tape. Push pins and Velcro may be used on the stage backdrop. No staples, tape or glue may be used.
- \* The building must be returned to the original state of cleanliness and organization. The damage/cleaning deposit or a portion of this deposit may not be returned if the building is not returned to its original condition.
- \* All trash must be removed from the building. A dumpster is located outside, at the Northeast corner of the building. (Inside Fence)
- \* All food preparation must be conducted in the kitchen or outside in the grass area. No Food preparation may be done on the sidewalk, parking lot, brick patio or in the bldg.
- \* Smoking is not permitted inside the building.
- \* Animals are not permitted inside the community building.
- \* Exterior lighted marquee sign is available for displaying messages the day of an event. If, more than one event is scheduled for the same day, priority is given to the person or group that has reserved the large room. The sign is also available for rent in advance of an event for \$25.00 per day.

I have read and understand all of the terms of this contract and agree to all conditions set forth in this contractual agreement.

\_\_\_\_\_  
 Signature Date Printed Name  
 Title(If rented by an organization) \_\_\_\_\_

