

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

Lessee Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**RENTAL FEES**

|                                   |       |
|-----------------------------------|-------|
| Small Room                        | \$130 |
| Small Room (501c3)                | \$ 65 |
| Large Room with Kitchen           | \$465 |
| Large Room with Kitchen (501c3)   | \$225 |
| Large Room with Kitchen (Funeral) | \$225 |
| Damage/Cleaning Deposit           | \$200 |

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

Type of Event: \_\_\_\_\_

Requested Number of Tables: \_\_\_\_\_ / Chairs: \_\_\_\_\_

Exterior Sign Message (when available):

| Facilities Needed       | Date  | Time (From/To) | Rental Fee |
|-------------------------|-------|----------------|------------|
| Small Room              | _____ | _____          | _____      |
| Large Room + Kitchen    | _____ | _____          | _____      |
| Damage/Cleaning Deposit | _____ | _____          | _____      |
| TOTAL:                  |       |                | _____      |

**TERMS**

1. ***In order to reserve a specific date, a contract must be submitted with FULL RENTAL FEE AND DAMAGE/CLEANING DEPOSIT.*** All checks should be made payable to *Bainbridge Improvement Society*.
2. Damage/Cleaning Deposit payments must be made separately from Rental Fees. All deposits or deposit balance (determined after inspection) will be mailed out at the end of the month in which the event was held.
3. **A certificate of proof of insurance is required prior to the date of the event.** *Please check with an insurance agent to confirm coverage for this type of rental.*
4. 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.
5. 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.

6. ½ of the Rental Fee will be returned for a cancellation less than thirty (30) days prior to the rental date.
7. The Bainbridge Community Building is available for use 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.*
8. 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.
9. **To serve beer or wine at your event, a temporary permit must be obtained** by contacting the Indiana State Excise Police, District 3 Office in Crawfordsville, Indiana, at (765) 362-8815. A temporary permit is valid for on-premises consumption only. Carry-out sales are not permitted and persons are not allowed to bring alcoholic beverages into a temporary function. A temporary permit is good for beer and wine only – not liquor. If you want to have liquor served at your event, you must have a licensed alcoholic beverage caterer.
10. 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.
11. 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.
12. The building must be returned to the original state of cleanliness and organization. The Damage/Cleaning Deposit or a portion thereof may not be returned if the building is not returned to its original condition.
13. All trash must be removed from the building. A dumpster is located outside at the Northeast corner of the building. (Inside fence)
14. All food preparation must be conducted in the kitchen or outside in the grassy area. No food preparation may be done on the sidewalk, parking lot, brick patio, or in the building.
15. Smoking is not permitted inside the building.
16. Animals are not permitted inside the community building.
17. If available, the exterior lighted marquee sign may be utilized for displaying messages on 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.

I have read and understand the Contractual Agreement for rental of the Bainbridge Community Building and will abide by the requirements. I will also execute an Indemnity/Hold Harmless Clause and obtain a certificate of insurance listing the Bainbridge Improvement Society and the Town of Bainbridge, Indiana, as an additional insured – Premises Lessor on a Primary and Noncontributory basis. The certificate of insurance shall also include a “Waiver of Subrogation” in favor of the Bainbridge Improvement Society and the Town of Bainbridge, Indiana.

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (if Organization)