



Memorial Community Center **Facility** Rental Agreement

415 Wellington Place • PO Box 405 Hope, ID 83836 (208) 264-5481 mccmail@frontier.com
www.memorialcommunitycenter.com

FACILITY RENTAL RATES

Current Angels of Hope get a 25% discount on ALL private rentals.

Main Hall rental includes use of all tables, chairs, piano, and projection screen.

Main Hall (1600 sq. ft.)

25 rectangular tables	Half Day	\$200.00
11 card tables	Full Day	\$350.00
120 padded chairs		
Piano		
Projection Screen		
Capacity: 120		

Ongoing Groups and Clubs:

Main Hall	\$10.00 per hour
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Meetings/Special Events

Main Hall Private Meeting	\$40.00 per hour
Main Hall Public Information Meeting	NO CHARGE
Memorials	\$50 Flat Rate

Add On's

Kitchen (includes access to all catering equipment)	\$50.00
JBL Sound System	\$50.00

Event Date: _____

Memorial Community Center would like to thank you for allowing us to provide you with the accommodations and service for your event. The following is our rental agreement. Please review the agreement and should you want to schedule your event, please:

- Call MCC at (208) 264-5481 to check availability
 - Print and complete all the information on pages 5 and 6.
 - Return completed pages within 7 days of the date you make the reservation. Your reservation and rental agreement will be void if the rental agreement is not received within this timeframe. If your reservation is within 30 days of use we request 100% of the payment with completed pages.
1. **Advance Payment:** MCC will use your credit card information that you provide on page 6 to hold your reservation. Your reservation will be void if the rental agreement is not received by midnight on the 7th day from the day you made your reservation. MCC must receive full payment of the event due 30 days prior to arrival. If full payment is not received by midnight on the 30th day prior to arrival and you have not contacted MCC for cancellation, you will forfeit your reservation, and you will be charged a \$50 cancellation fee. Reservations made less than 30 days in advance of use require full payment within 7 days.
 2. **Deposits/Fees:** MCC will require a security damage deposit in the form of a credit card, which will be charged up to \$1000 in the event there are damages, loss to the property, or additional charges to be collected. Charges exceeding \$1000 will result in legal action.
 3. **Additional Charges:** In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card. The main room and kitchen must be returned to the same order and cleanliness as when you arrive. Again any additional cleaning of main room and kitchen area including the appliances and the floor will be charged to your card at an additional rate of \$150.
 4. **Check In/Check Out:** The MCC Site Manager will arrange for you to obtain a key to the building or will be here to greet you upon arrival. It is your responsibility to secure the building upon check out and to leave the key on top of the microwave in the kitchen unless other arrangements have been made with the site manager. Upon departure, you are required to leave the property in the same general condition it was when you arrived. If additional cleaning is required, appropriate charges will be deducted from the security/damage deposit. Please see page 5 for check out guidelines.
 5. **Cancellations:** All reservations cancelled are subject to a cancellation fee of \$50. This fee will be charged to the credit card used to make the reservation. If the cancellation is made more than 30 days in advance, the deposit will be refunded. However if the cancellation is made less than 30 days prior to event, you will forfeit your deposit.
 6. **Emergencies:** For medical or fire emergencies call 911.
 7. **Emergency Contact Information:** Call MCC Site Manager at (208) 627-8121 in case of emergencies or to notify us of damage or non-working center inventory. Please report any problems or damages the day of rental. If not reported, we must assume the damage or loss occurred during your occupancy and will be deducted from your security deposit. We will do our best to address repairs/maintenance in a non-invasive and timely manner to ensure you have a successful function at the center.
 8. **Minimum age requirement:** No person under the age of 21 will be permitted to rent the premises. Sub-leasing or adults renting for minors is NOT allowed. The person signing this rental contract must agree to stay at the center during the full rental period, and will be responsible for all minors and persons under the age of 21 attending any function.
 9. **Use of the premises:** Your rental EXCLUDES use of the upstairs area. The intended use of MCC is for meetings and social functions. It may be used for benefits or fund raisers, but use for any commercial activity that is not a direct activity of MCC is strictly forbidden. Any permits or insurances that are required by the City of East Hope concerning your function are the sole responsibility of the tenant.
You must have a permit if you are going to sell alcohol or promote it (for instance: wine tasting)
This is generally supplied by your caterer. Please verify that your caterer has made an

application for your permit. Permits must be applied for 10 days in advance of your function. Please call the City of East Hope at (208) 264-5877. They are located at 110 School Road in East Hope, ID 83836.

10. **Pets and Smoking:** Pets and smoking are NOT allowed inside MCC. Smoking is permitted outside the building as long as cigarettes are distinguished properly and butts are properly disposed of.
11. **Terms of Occupancy:** You are responsible for all set-up and take down. By renting MCC you agree to save, defend, indemnify, and hold the owners harmless for any damage or loss to property or its contents that occur during your stay, and for any liability regarding your possession of the premises. Violation of occupancy limits will result in the forfeiture of all monies and termination of occupancy. We reserve the right to inspect the property during your stay. Further, you agree to use the property respectfully and refrain from any activity which interferes with the business operations of the building tenants. MCC is not liable for inoperable or failures of any equipment, systems, or appliances, as major repair problems cannot be foreseen. We will do our best to ensure you a working and fully functional space. The tenant also understands that MCC is not responsible or liable to the tenant for loss, theft or damage of any of the tenants' personal property, accidents, injury, or damage of any nature from any cause to the tenant (including guests, licensed, or invitees) or acts of God, weather, road, travel, or other recreational activities, or items removed or changed in the center. Guests hereby agree to indemnify and hold MCC harmless from any and all claims including those of third parties, arising out of or in any way related to guest's use of premises or the items of personal property provided therein. Tenant and guests assume the risk of injury or other losses relating to any activities and will hold MCC with respect there to.
12. **Disclosure of number of guests:** Tenant agrees to disclose the number of guests attending during rental times.
13. **Liquor:** MCC does not possess any liquor licenses for the premises. Any and all liquor consumption and /or possession on the premises are the responsibility of the Tenant. Tenant shall save, defend, and hold MCC Harmless from any and all liquor consumption and/or possession on the premises.

CLEAN UP CHECK LIST- Supplies and cleaning equipment is located in the janitor's closet in the hallway.

General:

- The only animals allowed in the building are service animals.
- Do not move the piano and do not drag tables or other items across flooring.
- The thermostats are automatically set for the time you are occupying the space. You may adjust the temperature while you are occupying the space, but please cancel the 'hold' before you leave so that it will go back to the normal schedule. Please make sure no items are left in front of the heaters.
- All tables are to be washed and put back according to size in the appropriate location.
- Chairs are to be checked, spot cleaned if necessary and returned to the hanging cart.
- Sweep floor, mop if necessary. Spot clean any areas where spills have occurred.
- Excess garbage due to large events, must be taken away from the premises, not left in the garbage can outside.
- Turn off all appliances and lights.
- Close all blinds.
- Close the dividing doors to the kitchen area.
- Windows and doors are to be left closed and locked.
- If you are also using our outdoor areas, please pick up the grounds for paper products, cigarette butts, bottles etc.

Kitchen:

- Put dirty towels in the buss bin under the counter.
- Wash, dry and put away all dishes, utensils, pots and pans.
- Wipe down all counters and check for spots on walls and other surfaces and wipe clean.
- Wipe down inside and outside of oven and start self-cleaning cycles if necessary.
- You may leave limited items such as creamer, condiments, etc. in the fridge if necessary. Please label your items, check expiration dates, throw away expired items and clean and wipe out fridge as necessary.
- Wipe inside and outside of microwave.
- Sweep floor, mop if necessary.

Bathrooms:

- Bathrooms should be checked for excessive use, i.e. water on the floor, paper products on the floor.
- Please turn off bathroom lights.
- Toilet paper, paper towels, and paper towel dispensers should be checked and filled if necessary.
- Sweep floor, mop if necessary. Spot clean where any spills have occurred.

Reservation Check In Date: _____ Time: _____ Check Out: Date _____ Time: _____

KEY OBTAINED: YES or NO

Total number of guests including responsible parties: _____

Responsible Party:

Name: _____

Physical Address: _____

Mailing Address: : _____

Phone: _____

Email: _____

DL #: _____ Issuing State: _____

Alternate Responsible Party:

(In the event that the above person is not available)

Name: _____

Physical Address: _____

Mailing Address: : _____

Phone: _____

Email: _____

DL #: _____ Issuing State: _____

By signing below all responsible parties agree to the MCC Rental Agreement.

Signature: _____ Date: _____

Print Name: _____

Alternate Signature: _____ Date: _____

Security/Damage Deposit

Responsible Parties Name: _____

Billing Address: _____

Name of Credit Card: _____ Type: _____

Credit Card #: _____ Exp. Date: _____ Security Code: _____

Credit Card Billing Address REQUIRED!!!

The security/damage deposit will be used to recover loss, damage or additional charges discussed in #2 and #3 of the MCC Rental Agreement as follows:

1. Deposits/Fees: MCC will require a security damage deposit in the form of a credit card, which will be charged up to \$1000 in the event there are damages, loss to the property, or additional charges to be collected. Charges exceeding \$1000 will result in legal action.
2. Additional Charges: In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card. The main room and kitchen must be returned to the same order and cleanliness as when you arrive. Again any additional cleaning of main room and kitchen area including the appliances and the floor will be charged to your card at an additional rate of \$150.

If there are no applicable charges referred to above, your credit card will not be charged. If indeed, we find damages or loss referred to above, you authorize us the charge the credit card above up to \$1000 to recover loss or damage to the property or additional charges discussed in #3.

By signing below, I agree to the above agreement

Signature: _____ Date: _____