

Event Space Rental Agreement and Contract

Event Date: _____ Number of Guests: _____

Type of Event: _____

Rental Start Time: _____ Rental End Time: _____

Primary Contact/Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____

The Boys & Girls Club facility (herein referred to as BGC) is available for rental on Fridays: 7pm - 11pm and Saturdays – Sundays: 8am – 10pm. To check availability please call the office, 812-738-1696, or email requested date and event information to cjohnson@hc-bgc.org.

BGC's Standard Rental Fee for the Gymnasium or Lounge is \$300. Standard rental time is 4 hours – including set up and clean up. The Renter may request use of the space in a single 4-hour block, multiple 4-hour blocks, or as one 4-hour block with additional single hours. Non-Profit Organizations may be eligible for a discounted rate. Please review the chart under Policies and Regulations for a full list of rental options.

A deposit of \$150 is required at time of reservation to hold the requested date and time as well as cover any damage done to the facility during the rental time. Should there be no damage, the deposit will be returned within 7 days following the event rental. If the rental is canceled 5 or more days in advance, the deposit, less \$75, will be refunded. No deposit refunds will be issued if canceled less than 5 days prior to the rental.

Cash, check, and credit cards (with 3% service charge) are accepted.

Policies and Regulations

A deposit along with a signed Event Space Rental Agreement and Contract is required to reserve the event date and time. All balances must be payable to the Boys & Girls Clubs of Harrison-Crawford Counties 5 days in advance of the event/at the time of the event. No deposit refunds will be issued if canceled within 5 days of the event. BGC is not responsible for lost, damaged, or stolen equipment or objects left on the premises.

The following chart displays what is available to rent and its fees. Each rental must include at least the Gymnasium or the Lounge for a minimum of four (4) hours.

Item Description	Per 4 Hour Block	Additional Per Hour
Gymnasium	\$300	\$100
Lounge	\$300	\$100
Kitchen*	\$150	-
Tables^	\$10/set	-
Rental Deposit	\$150	-

* Rental of the Kitchen must be accompanied by the Gymnasium or Lounge rental. The Kitchen cannot be rented solely.

^ One set is equivalent to one (1) 8-foot table and eight (8) chairs. BGC has up to 24 tables and 196 chairs (24 sets total) available.

** If both Gymnasium and Lounge are rented together, for MORE than four (4) hours, a \$100 discount will be subtracted from the total rental fee.

The Boys & Girls Club is a mission focused organization and reserves the right to deny any Renter who does not align with that mission.

Insurance and Liability

Special Event Liability Insurance is required for ALL renters and caterers. Established catering services may use their license and insurance to cover this. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage insurance insuring BGC against all bodily injury, property damage, personal injury, and other loss arising out of Renter's use and occupancy of the premises. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of

Renter
Initial:

not less than \$2 Million. The Boys & Girls Clubs of Harrison-Crawford Counties shall be named as an additional insured of said policy.

Site Decoration

If renting the Kitchen and Lounge area: no furniture or fixtures will be removed for any event. Configurable seating may be rearranged but must remain in the lounge area. Kitchen utensils may be used, but must be washed, dried, and returned to original location prior to departure. Lunch tables may be used, but must remain in the lounge area.

In the event of damage occurring to furniture or fixtures, the Renter will be solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, breaks, or marks of any kind. Candles must be globed with a hurricane or votive. No open flames are allowed.

Capacity

Renter understands that the maximum capacity at the Boys & Girls Club is 200 people and will not exceed this limit.

Catering, Cleaning, Trash, and Equipment Removal

BGC will be in clean condition prior to the event. It is expected to be in the same condition under Renter's departure. Renter is required to remove all equipment from the premises by the end of their rental time. If the Renter exceeds this allotted time, there will be an additional \$50 charge per half hour. All trash should be collected and properly bagged, then moved to the dumpster.

City, County, State, and Federal Laws

The Renter agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal act on the premises. The Renter shall not serve alcohol to minors on the premises at any time. The Renter agrees to ensure alcoholic beverages are consumed in a responsible manner. BGC reserves to right, in its exclusive discretion, to expel anyone who, in its judgement, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of BGC or the safety of its staff, guests, or property.

Alcohol Permit

Renter
Initial:

If the Renter will have alcohol on the premises, the Renter agrees to complete and file an alcohol license, *State Form 35494 (R8 / 11-15)*, prior to the event. If a caterer or bartender are hired, their alcohol permit may be sufficient for this requirement. Alcohol permits must be displayed during the event, as well as a copy of each permit given to BGC prior to the event. The appropriate license is attached to this document.

Discounted Rental Rates

Special rates for non-profit organizations and/or fundraisers will be considered by BGC's Resource Development Committee. To request a discounted or free rental, a Renter should complete the Request for Rental Discount Form attached to this document. Requests will be considered based on organization type, event type, and/or other factors as the Committee sees fit. BGC Staff and Board of Directors will receive 50% discount of space rentals.

Staffing at Event

The Renter agrees to have one BGC staff person present throughout the duration of the rental time.

Liability

Renter agrees to indemnify, defend, and hold BGC, its building owners, officers, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at BGC. In the event BGC, its building owners, officers, and/or agents are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay BGC, its building owners, officers, and/or agents all reasonable attorney fees, court fees, and cost of suit incurred by BGC, including all collection expenses and interest due.

Additional terms:



Acknowledged, Agreed, and Authorized by Primary Contact/Renter:

Signature: _____ Date: _____

Name (printed): _____

Acknowledged, Agreed, and Authorized by the Boys & Girls Club:

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Rental Start Time: _____ Rental End Time: _____

Date of Event: _____

Deposit Amount: \$ _____ Date Paid: _____

Please select desired rental: Gymnasium Lounge Kitchen

Additional 4-hour block (x _____) Additional hours (x _____)

Non-Profit Discount Tables and Chairs (x _____)

(amount deducted: _____)

Total Rental Amount: \$ _____ Date Paid: _____

Event Insurance Company: _____ Policy #: _____

Renter code for Gym Entrance access (if applicable): _____

For office use only

Rental Approved Rental Denied

Approved by: _____ Date: _____

Notes:

