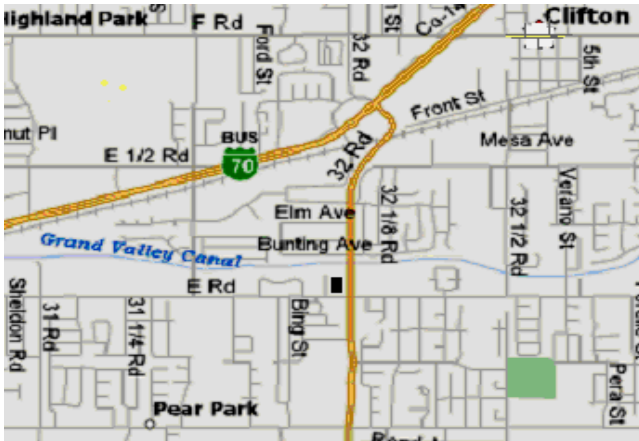


# EastMeadow Community Hall

3198 E Road, Grand Junction, Colorado (NW Corner of E & 32 Roads)



## *Rental Agreement & Invoice for use of EastMeadow Hall*

Facility Manager phone number: 970-263-4014 Rich Traver

Mailing Address: P. O. Box 1411, Clifton, Co 81520-1411

\_\_\_\_\_ representing the \_\_\_\_\_

for a private meeting, held on \_\_\_\_\_, 20\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_

at the above named facility, agrees to pay \$ \_\_\_\_\_ within ten days prior to the use of the facility.

Client Contact phone number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

The planned event will include not more than 70 guests, and will \_\_\_\_\_, will not \_\_\_\_\_, require use of the kitchen.

The planned event will \_\_\_\_\_, will not \_\_\_\_\_, involve the use of wall or ceiling decoration.

No alcoholic beverages will be served, except by special pre-arrangement in writing. The entire facility is non smoking.

The use of the facility includes, if needed, eight 8-foot tables, two 6-foot tables and fifty chairs. The client shall make provision for any additional chairs, sound equipment, food service accoutrements and other necessities.

In the event catering or entertainment services are to be employed, the hall management shall be fully advised.

### *EastMeadow Hall Policies*

**Security Deposit** – The renter agrees to provide a separate security deposit in the amount of \$ \_\_\_\_\_, against damages and / or any cleaning charges resulting from the use of the premises. Deductions from the deposit, if any, will be explained in writing.

**Liquor** - Service of alcohol is at renter's discretion and risk, and renter shall comply with any liquor laws. Renter assumes any and all risks associated with such consumption, including any loss, damage or injury which may occur. The Hall shall be notified of any intent to allow consumption of alcoholic beverages in writing at time of acceptance of this agreement. No such consumption on premises shall be allowed without written agreement which indemnifies the owners of the premises.

**Insurance** - EastMeadow Hall, LLC., hereinafter referred to as the Hall, does not itself provide or offer insurance for renters or their guests. Renter assumes any and all risk of loss, damage or injury which may occur or be suffered by guests, or any person employed by or admitted to the premises by the renter or its representatives.

**Indemnification** - Renter assumes all risk of loss, damage or injury, by fire or otherwise, to person or property, by reason of the condition of the rented premises, or by reason of the management, control or operation thereof, and releases the Hall, its successors and assigns, from all claim for such loss, damage or injury sustained by the renter, its guests, invitees and licensees, or any person employed by or admitted to the premises by the renter, whether caused by the negligence of the Hall, its employees, or otherwise; and renter agrees to indemnify and save harmless EastMeadow Hall, its successors and assigns, agents, employees, officers, board of director's, and any other person authorized by the Hall from any and all liability, loss, damage, expense, causes of action, suits, claims or judgment arising from injury to person or property resulting from or based upon the actual or alleged use of the premises, property, facilities or the actual or alleged use or operation of equipment; and shall, at its own cost and expense, defend any and all suits which may be brought against EastMeadow Hall, either alone or in conjunction with others upon any such liability or claim or claims and shall satisfy, pay and discharge any and all judgment and fines that may be recovered against the Hall in any such action or actions, provided, however, that the Hall shall give the renter written notice of any such claim or demand.

**Defacement of Building** - Renter shall not injure nor mar, nor in any manner deface, said premises, and shall not cause nor permit anything to be done whereby the said premises shall be in any manner injured, marred or defaced, nor shall renter drive, or permit to be driven, any nails, hooks, tacks, screws, or other hardware which may leave permanent marks on the walls, ceilings, or floors, in any part of the building, nor shall renter make, or allow to be made, any alterations of any kind therein. We also strongly discourage the use of glitter and bubbles. Decorations of these types are extremely difficult to clean up and may, over time damage the floor. Tape shall not be used to secure wall decorations.

**Responsibility for Clean Up** - Renter will be solely responsible for cleaning the premises covered under this Agreement including but not limited to, the main hall, bathrooms, kitchen, and any lobby and/or entryway. All traces of use shall be removed from the floors, tables, chairs, and fixtures including but not limited to food, mud, evidence of spillage, gum, tape, etc., and any table which was not protected by a table cloth shall be wiped down. Any and all kitchen items including utensils, storage ware, etc., shall be cleaned and properly stored. The kitchen and bathrooms shall be cleaned and left in the condition in which they were found. All trash, including that in the kitchen and bathrooms, as well as any cigarette butts which may be thrown on the sidewalks, lawns, or parking area, shall be removed by renter. Renter must take with him, or cause to be taken off the premises, any trash which does not fit in the receptacles provided. Renter shall be responsible for turning off all lights and locking all doors prior to leaving the premises.

If Licensee leaves the premises in such a condition as which warrants staff clean-up, charges will be assessed (employee hourly rate plus benefits and a \$25.00 administrative overhead fee), for the total hours worked. This amount will be deducted from the deposit, or in the event the clean-up and/or damages fees exceed the deposit, additional amount will be billed to renter.

**No responsibility for Property in Building** - EastMeadow Hall assumes no responsibility whatever for any property placed in or on the premises, and is hereby expressly released and discharged from any and all liability for any host, injury or damage to persons or property that may be sustained by reason of the occupancy of the Hall under this Agreement.

**Security Arrangements** - Any security, watchmen, or other protective service desired by the renter, or required by local ordinance, must be arranged for by, and at the expense of, the renter.

**Cancellation / Refund Policy** - If the event for which the hall premises is rented is canceled after the fees have been paid, the deposit will be refunded by Hall management, less \$20.00 to cover the cost of handling as well as those associated with unavailability of the premises to others. Cancellations made less than (15) days of the event may require payment of the fully agreed upon rental fee; however, the deposit will be refunded. Deposit refunds, and / or rental refunds, based on cancellation, if any, will be mailed within fifteen (15) days after rescission.

**Noncompliance** - Noncompliance with the terms of this Agreement shall subject the renter to forfeiture of its deposit, immediate discontinuation of the event, and/or immediate termination of this Agreement as herein described, and may result in EastMeadow Hall management refusing to lease the premises in the future to the renter or his designee, agent, or person otherwise authorized to act on behalf of the renter.

Signature of client's authorized representative \_\_\_\_\_ Date \_\_\_\_\_

***EastMeadow Hall*** Use Request . . . . . July, 2011  
*3198 E Road, Grd. Jct., ( P. O. Box 1411, Clifton, CO 81520 ) Phone (970) 523-7257 or 263-4014*

Date Hall is needed: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of activity: \_\_\_\_\_  
\_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Limit 75 seating / 64 Dining recommended)

Will there be refreshments: \_\_\_\_\_ A Meal: \_\_\_\_\_

Approximate age group of attendees: \_\_\_\_\_

Responsible person(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Host or sponsor of the event

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

Reference(s): \_\_\_\_\_  
(similar hall rentals in the past)

\_\_\_\_\_  
\_\_\_\_\_

Rate quoted: \_\_\_\_\_ Deposit: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Note: We reserve the right to decline the use of the Hall to anyone. Applicants shall assure that all intended activities will be controlled and that no illegal or out-of-hand situations will be permitted to occur. Alcohol consumption, if permitted, will be strictly monitored by at least the responsible person(s) named above, and that no intoxicated or near-intoxicated person will be permitted to remain on premises, but will be driven home by a sober responsible person. Activities not in conformance to the application's stated purpose shall be subject to early discontinuance. Young children shall be supervised at all times. Premises shall be left in their original clean condition. Provide table coverings for all meal service situations. Tables, if used will be left up, NOT restacked.

***EastMeadow Hall*** Wedding Event Package . . . . July, 2011  
3198 E Road, Grd. Jct., ( P. O. Box 1411, Clifton, CO 81520 ) Phone (970) 523-7257 or 263-4014

Dates Hall is needed: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of event: Wedding ceremony only: \_\_\_\_\_ Wedding and Reception: \_\_\_\_\_

Additional Details: \_\_\_\_\_

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Limit 75 seating / 64 Dining recommended)

Will there be refreshments: \_\_\_\_\_ A Meal: \_\_\_\_\_

Responsible person(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Host or sponsor of the event

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

Reference(s): \_\_\_\_\_  
(similar hall rentals in the past)

\_\_\_\_\_

\_\_\_\_\_

Rate quoted: \_\_\_\_\_ Deposit: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Note: This "**Wedding Package**" provides hall use for a rehearsal evening and a Ceremony / Reception. The basic charge is \$70.00 for four hours (two hours Rehearsal and two hours Ceremony) on the two selected dates, plus \$10.00 for each additional hour needed. Where there's a **Reception**, add a Kitchen use charge of \$45.00. The Security Deposit (refundable, less needed cleaning and hours overage) is \$100.00

Note: We reserve the right to decline the use of the Hall to anyone. Applicants shall assure that the events will be controlled and that no illegal or out-of-hand situations will be permitted to occur. Alcohol consumption, if permitted, will be strictly monitored and no intoxicated or near-intoxicated person will be permitted to remain on the premises, but will be driven home by a sober responsible person. Premises shall be left in their original clean condition. Provide table coverings for all meal service situations. Tables, if used will be **left up**, NOT restacked.