

**IF YOU HAVE ANY PROBLEMS, PLEASE CALL**



## **CITY OF GRETNA**

### **RENTAL AGREEMENT FOR COMMUNITY ROOM**

The renter agrees to the following fees and terms:

- |          |  |
|----------|--|
| \$125.00 | <b>COMMUNITY ROOM/KITCHEN DEPOSIT</b><br>\$100.00 deposit to be returned upon inspection after use.<br>\$ 25.00 deposit to be returned upon receipt of the keys. |
| \$ 75.00 | <b>COMMUNITY ROOM/KITCHEN USE FEE</b><br>This is a per day charge and is not refundable.   |

#### **TERMS:**

The City of Gretna gives and grants unto the Renter the right to use the described premises in consideration upon the following conditions:

1. The Renter/Undersigned shall not use the premises in violation of any Federal or State Law, City Ordinance, or Fire regulations, and shall pay charges for special security if same are deemed necessary by the City of Gretna.
2. The Renter/Undersigned takes full responsibility for enforcing the **NO SMOKING** and **NO ALCOHOLIC BEVERAGES** in the municipal building/property rules and regulations. **NO** pan frying or deep frying of foods with oils/vapors (e.g. bacon).
3. The Renter shall pay for any damage or breakage to the building or property there-in that occurs as a result of negligence or misuse of said premises by the Renter.
4. The Renter shall leave the premises in a clean and orderly condition (vacuum carpet/sweep floors; wipe tables & counters; garbage and other debris picked up and deposited into outside garbage receptacles; refrigerator and freezer cleaned out; etc.) according to the cleaning list provided or the City reserves the right to withhold refund of deposits.
5. Furniture in the Community Room shall be returned to such an arrangement as provided on the attached sketch (page 3).
6. The Community Room will hold a maximum of 100 people with a maximum seating of 75 people using the chairs provided and folding chairs.
7. The Community Room must be vacated no later than 11:00 P.M.
8. The Renter shall hold the City of Gretna harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by the Renter.
9. The City reserves the right to withhold refund of deposits and to establish a larger deposit based on the type of event.
10. Additional conditions of this agreement, please refer to the notes on the back.

The undersigned agrees to the terms and conditions set forth above and the City of Gretna acknowledges receipt of payment of rental charges as specified and dated on this agreement.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Purpose of Rental

Date of Event \_\_\_\_\_

Time (In) \_\_\_\_\_ (Out) \_\_\_\_\_

Return Deposit Check:       By Mail       Shred       Pick Up      (Please circle one)

Additional conditions:

Keys will be picked up by: \_\_\_\_\_ (Please initial)

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**OFFICE USE ONLY**

**Key numbers:      Unlock:** \_\_\_\_\_

**Lock:** \_\_\_\_\_

**Check # (\$75.00 Hall Rental)** \_\_\_\_\_

**Receipt Number** \_\_\_\_\_

**Check # (\$125.00 Deposit)** \_\_\_\_\_

**Receipt Number** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

**Date Deposit Returned:** \_\_\_\_\_ **Returned By:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Representative for City of Gretna**