

**RENTAL AGREEMENT  
VILLAGE OF HAMEL COMMUNITY CENTER ROOM**

1. This agreement made and entered into this **(date of contract)** between the Village of Hamel, hereafter, referred to as “Lessor” and **(Name and Address). Phone.** Hereafter referred to as “Lessee.”
  
2. The Lessor will make the **Community Center Room**, its contents and kitchen available on **(date of event)**, for an amount of **\$50.00**. **A \$10.00 deposit is payable for holding date and when signing the lease agreement. The balance of \$40.00 is to be paid when key is picked up on the day before event.** The Lessee will use the **Community Center Room** for a **(event)**. In addition to the rental fees of the **Community Center Room**, a damage fee of \$100.00 will be assessed for any damages.
  
3. **LESSOR AGREES TO:**
  - A) Provide access to the facilities no earlier than 10:00 am on the day of rental.
  - B) Refund the deposit if the facilities are not used **PROVIDED** that cancellation is prior to 60 days of event.
  - C) Capacity for the Community Center Room is 70.
  
4. **LESSEE AGREES TO:**
  - A) **Leave room as it was when you came in, clean up floor, kitchen, etc.** and accept responsibility and liability for any damage to the grounds, building or its contents by Lessee or guests.
  - B) Pay any additional charges for damages that would exceed \$100.00 damage within five (5) days after receipt of bill.
  - C) Notify your insurance carrier of function. Liability or similar Dram Shop Coverage showing the Village of Hamel as “additional insured.”
  - D) Use the kitchen for **CATERING PURPOSES OR SERVING ONLY**. The Lessor does NOT provide equipment OR utensils. There shall be no cooking done in the kitchen. The kitchen must be left cleaned. ALL caterers must provide CERTIFICATE OF INSURANCE showing Village of Hamel as “additional insured.”
  - E) Insure that no nails, tacks, screws, tape or other devices are used on the walls or ceilings when decorating. **IF BUBBLES OR JELLO SHOTS ARE USED, IT WILL COST AN EXTRA \$50.00.**
  - F) **NO GLITTER OR CONFETTI PERMITTED.**
  - G) All decorations are to be taken with Lessee. The Village of Hamel will **NOT BE RESPONSIBLE FOR ITEMS LEFT.**
  - H) The key for the building is to be returned after the event. It can be put in the **Water Collection Box** at the Village Hall.
  
5. In consideration of the Village of Hamel permitting Lessee, guests and employees to use the Hamel Community Center Room, the Lessee specifically agrees to indemnify and hold harmless the Village of Hamel and its agents and employees from and against all claims for personal injury or property damages including liquor liability and liquor claims for personal injury or property damages. The Lessee will be responsible for any losses or expenses, including attorney’s fees that may be incurred by the Village of Hamel in defending such claims that result from the negligent act falsification of this lease by the Lessee, guests or employees.
  
6. The Lessor reserves that right to inspect the premises at any time during your function.

LESSEE: \_\_\_\_\_ DATE \_\_\_\_\_

LESSOR: \_\_\_\_\_ DATE \_\_\_\_\_

**VILLAGE OF HAMEL COMMUNITY CENTER**

1. This agreement made and entered into this **(date of contract)** between the Village of Hamel, hereafter referred to as “Lessor” and **(name, address). Phone:**, hereafter referred to as “Lessee.”
2. The Lessor will make the **Community Center**, its contents and kitchen available on **(Date)**, for an amount of **\$450.00**. **A \$100.00 deposit is payable for holding date and when signing the lease agreement. The balance of \$350.00 is to be paid when you pick up key the day before event.** The Lessee will use the **Community Center Room** for a **(Event)**. In addition to the rental fees of the **Community Center Room**, a damage fee of \$100.00 will be accessed for any damages.
3. **LESSOR AGREES TO:**
  - A) Provide access to the facilities no earlier than 10:00 am on the day of rental.
  - B) Refund the deposit if the facilities are not used **PROVIDED** that cancellation is prior to 60 days of event.
  - C) Capacity for the Community Center is 325.
4. **LESSEE AGREES TO:**
  - A) Accept responsibility and liability for any damage to the grounds, building or its contents by Lessee or guests.
  - B) Pay any additional charges for damages that would exceed \$100.00 damage within five (5) days after receipt of bill.
  - C) Will arrange for purchase of alcoholic beverages (can get it at Scotty’s or D.K.’s) and the Lessor will provide two servers for the function. The servers are paid \$50.00 (fifty dollars) each or per event. (Five (5) hours). Or \$10.00 each per hour. **NOTE: ALCOHOL SERVERS MUST BE 21 YEARS OF AGE. THERE SHALL BE NO ALCOHOL SERVED TO ANYONE UNDER THE AGE OF 21.**
  - D) Notify your insurance carrier of function. Liability or similar Dram Shop Coverage showing the Village of Hamel as “additional insured.”
  - E) Use the kitchen for **CATERING PURPOSES OR SERVING ONLY**. The Lessor does NOT provide equipment OR utensils. There shall be no cooking done in the kitchen. The kitchen must be left cleaned. ALL caterers must provide CERTIFICATE OF INSURANCE showing Village of Hamel as “additional insured.”
  - F) Insure that no nails, tacks, screws, tape or other devices are used on the walls or ceilings when decorating. **IF BUBBLES OR JELLO SHOTS ARE USED, IT WILL COST AN EXTRA \$50.00.**
  - G) **NO GLITTER OR CONFETTI PERMITTED.**
  - H) Insure that the music stops playing by 12:00 a.m. and that guests vacate the premises no later than 1:00 am.
  - I) All decorations are to be taken with Lessee, anything left will be cleaned up by the persons cleaning after the event. The Village of Hamel will **NOT BE RESPONSIBLE FOR ITEMS LEFT.**
  - J) The key for the building is to be returned after the event. It can be put in the **Water Collection Box** at the Village Hall.
5. In consideration of the Village of Hamel permitting Lessee, guests and employees to use the Hamel Community Center, the Lessee specifically agrees to indemnify and hold harmless the Village of Hamel and its agents and employees from and against all claims for personal injury or property damages including liquor liability and liquor claims for personal injury or property damages. The Lessee will be responsible for any losses or expenses, including attorney’s fees that may be incurred by the Village of Hamel in defending such claims that result from the negligent act falsification of this lease by the Lessee, guests or employees.
6. The Lessor reserves that right to inspect the premises at any time during your function.

LESSEE: \_\_\_\_\_ DATE \_\_\_\_\_

LESSOR: \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_ (name(s) you would like on our marquee).