1. **Reservations/Fees/Deposits/Refunds/Cancellations:**
2. **Reservations:**
3. The Hall is available for rent Saturdays between the hours of 1:00 p.m. and 11:00 p.m. **(Only one rental per Saturday.)**
4. All reservations are made on a walk-in first-come, first-serve basis. All reservations must be made at least two (2) weeks prior to scheduled date. No oral agreements for use of the Hall shall be valid. All reservations must be confirmed with completions of Agreement and payment of all appropriate fees.
5. Renter must be twenty-one (21) years of age to rent the HALL. Youth activities (\*those under the age of eighteen (18), **MUST** have adequate chaperones of (1) adult per ten (10) youths. A detailed list of chaperones will be required at least two (2) weeks prior to the scheduled rental. Once the event has started, there will be no re-entry if guests leave.)
6. Jennings Residents **MUST** show proof of their residency (Must provide at least one of the following: Valid Driver’s License/Missouri ID with their Jennings address or copy of Jennings Occupancy Permit with Valid Driver’s License/Missouri ID.) at the time of reservation.
7. **Non-Resident Use** – The hall **MUST** be rented by a resident and the resident **MUST** remain on the premises the whole evening.
8. The City reserves the right to postpone, cancel, or delay any Rental of the Hall for city use. **(City use has first priority.)**
9. Use of the Hall is non-transferable and no sublet shall be initiated by the Renter.
10. **Fees and Deposits:**
11. Lessee agrees to pay the full rental fee of two hundred dollars **($200.00 cash only)** for four (4) hours which includes set-up and clean-up, at the time of reservation. An additional hour would be forty-five dollars **($45.00)**.
12. Renter agrees to pay a damage/security deposit in the amount of two hundred dollars **($200.00 cash only)**, which will be required for the Rental, and shall be paid at the time of Rental Application.
13. **Refunds and Cancellations:**
14. Refunds of fees and deposits require advanced notice of cancellation thirty (30) says or more prior to Rental date. Cancellation notice of less than thirty (30) days of schedules Rental will result in forfeiture of all deposits and Rental fees.
15. Approval of the Agreement will be granted with the understanding the City reserves the right to cancel the Agreement, with or without notice, and refund all monies paid in the event the Hall becomes unavailable because of some physical and/or hazardous condition.
16. Any unused portion of the damage/security deposit may be refunded to the Renter after the Rental. A refund by check request after building is thoroughly checked for damages will be issued by the Recreation Department staff. **(No cash refund will be given.)**
17. The damage/security deposit may be held at the discretion of the City for any period of time necessary to determine the full extent of damages and/or violation of terms and conditions, and if damages exceed deposit amount Renter is responsible for any overages. If Renter violates any of the terms or conditions of Agreement, the City shall have the right to immediately terminate Rental without notice or refund, and the City may pursue all of its right and remedies at law or in equity including, without limitation, the right to recover court costs and attorney fees.
18. **General Information/Rules:**
19. **Hall Use:**
20. Hall occupancy is limited to seventy-five (75) individuals.
21. Types of functions: Baby Showers, Bridal Showers, Repasts, Birthday Parties, Retirement Parties. (\*Teen birthday parties will have special restrictions.)
22. No open parties or events are allowed. No admission or other fees may be collected on the premises.
23. If bringing in outside (Catered) food and beverages, the Renter must make proper arrangements to have them delivered, unloaded, and picked-up. All food and beverages may only be brought in and picked up during the said Rental period. All items **MUST** be removed from the premises prior to the end of said Rental time.
24. Alcohol allowed: Beer and Wine Only – No Hard Liquor - No Glass Bottles – No Cash Bar.
25. Renter will be held responsible for all clean-up/take down, clearing off of all tabletops, the take down of any and all decorations, and all damages to the Hall during the scheduled rental resulting from their usage.
26. At no time shall furniture be moved, removed, or rearranged without prior approval from the Director of Recreation or his/her designee.
27. No decorative or other materials shall be nailed, tacked, screwed, or otherwise physically attached to any part of the Hall without special permission from the City. No tape on painted surfaces. Must use approved adhesive. Candles must be in enclosed containers, no candlesticks. Any group using the Hall agrees to leave the premises in as good of condition as it was prior to their usage. It is also understood by all groups bound by the Agreement that all or part of their deposit will be held should Renter not comply with this policy.
28. **PA System:** Will be available for an extra refundable deposit.
29. The City shall assume no responsibility for any property placed in the Hall. Further, the City is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained by the use or occupancy of the Hall and grounds.
30. **Use of Kitchen:** Must leave it clean and free from all trash. All items must be removed from refrigerator and counter tops. Sink needs to be cleaned thoroughly. **(No coffee grounds or food should be put in sink; please throw away in trash can only.)**
31. **Uniformed Security:** Will always be on site per City rules and guidelines.
32. **Parking:** Only on parking lot directly next to building and on Over Flow Lot across from Sievers Park. **(No residential street parking and no parking on main street.)**
33. **Conduct/Behavior:**
34. The City through its representatives, agents, and employees, reserves the right to control all activities at the Hall and to eject any person(s) who is objectionable and causes disfavor to the rules and regulations.
35. The City through its representatives, agents, and employees, may revoke any Agreement previously granted at any time if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the Agreement is not being complied with, or that the safety of the participants in the Rental of the applicant or other patrons of or visitors to the Hall is endangered by the continuation of such activity.
36. Renter, its agents, servants, employees, assigns, successors, invitees, and licensees at all times agree to fully abide by City rules and regulations.
37. Renter is responsible to see that all activities are properly controlled; all rules are enforced, and must have a designated person(s) of authority on site at all times.
38. Lessee agrees that he/she will, to the extent possible, take every action necessary to prevent any and all disorderly or boisterous conduct or immoral practices of any kind and/or about the premises by its agents, servants, employees, assigns, successors, invitees and licensees.
39. The proposed Rental or use is not to reasonably anticipate inciting violence, crime or disorderly conduct.
40. The proposed activity or use will not entail unusual, extraordinary or burdensome expense, or police operation by the City.
41. **Laws and Ordinances:** All groups using the Hall shall comply with all laws whether they are federal, state, county or local to include all ordinances of the City of Jennings and all rules, regulations and requirements of the Police and Fire. Fire lanes must remain clear at all times. Any group using the Hall shall agree to abide by and conform to all rules and regulations which may be adopted from time to time. Included would be any and all alterations that might be imposed on the operational hours and utilization policies.
42. **Renter’s Release and Hold Harmless.** In consideration of being permitted to rent the Hall for the activity, the Renter agrees as follows:

“No liability either express or implied, will be incurred by the City, its agents, servants, and employees, arising out of the use of the Hall by Renter, its agents, servants, employees, assigns, successors, invitees and licensees, during the date and time specified in the Agreement. Renter agrees to indemnify and save harmless the City, its agents, servants, employees, from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any negligent acts or other omissions of Renter its agents, servants or employees, including any and all expense, legal or otherwise, which may be incurred by the City or its agents, servants or employees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of the City or its agents, servants or employees contributed to such injury or damage.”

1. **Abusing Policies:** The Director of Parks and Recreation and his/her designee reserve the right to effuse any group the privilege of Renting the Hall due to abusing policies of the Hall or City. In addition, any group charged with a second occurrence of abuse may be barred from making any further reservations. If the Renter violates any of the terms or conditions of the Agreement, the City shall have the right to immediately terminate without notice or refund.

Today’s Date:

Name: Email:

Phone Home: Work: Cell:

Address: City: State: Zip:

Name of Organization: Phone:

Address: City: State: Zip:

**EVENT INFORMATION**

Type of Event:

Expected Attendance: Resident: Non-Resident: Total:

Requested Date of Event: Alternate Date:

Requested Time (includes set-up and clean-up) am/pm to am/pm

Will alcoholic beverages be served: Yes No

Will food be served: Yes No

\*Additional Time: Yes No

\*If yes, to above how many additional hours:

Security on Site: Yes **(REQUIRED)**

As the Lessee of the Hall and its amenities, and by my signature, I agree that I am the responsible party and fully understand and agree to adhere to and comply with all the rules and regulations, laws and ordinances of the City of Jennings and Jennings Recreation Department in regard to the rental and or use of the Hall and I agree to the above indemnification.

**Renter Signature Date**

**Director of Recreation Date**

**For Office Use Only**

**Payment: Deposit: Recvd By: Receipt# Date**