

Golden Age Society One-Time Rental Contract

Date _____ 2023

Organization _____

First Contact Name _____

Phone & Email _____

Second Contact Name _____

Phone & Email _____

Rental Rates

1. Facility	Full Day or Evening	8 h	\$300	_____
2. Facility	Half Day or Evening	4 h	\$150	_____
3. Facility	Hourly		\$50	_____
4. Kitchen including dishes	Full Day	8h	\$110	_____
	Half Day	4h	\$75	_____
5. Meeting Room- with computer/monitor	Full/Half Day	8h	\$100/\$50	_____
	- without computer/monitor	Full/Half Day	4h	\$75/\$40
6. Large TV and computer	Full Day	8 h	\$75	_____
	Half Day	4h	\$40	_____
7. Coffee Machine with/without coffee & filters	Full Day	8h	\$60/\$50	_____
	Half Day	4h	\$30/\$25	_____
8. Storage			TBD	_____
9. Extra Cleaning Required			CASH DEPOSIT	\$100 _____
10. Chairs not stacked/tables not returned/ damaged floor			CASH DEPOSIT	\$150 _____
11. Key deposit returned ONLY if key returned within five (5) working days				
			CASH DEPOSIT	\$50 _____
12. Alcohol if requested a separate license and contract are required			Y/N	_____
			TOTAL	_____

Seating Capacity Swanson (Green) Room with tables and chairs 56 Chairs only 60

Seating Capacity Main Room with tables and chairs 100 Chairs only 100

RENTOR OBLIGATION

The facility shall be rented to the above with all paid for designations provided and shall rent the facility in good condition.

RENTER OBLIGATION

To leave the facility in the same condition in which it was received. The **RENTER** agrees to:

- notify the **RENTOR** as soon as possible any facility malfunctions or damaged property.
- any damages or loss incurred while the facility is in the care of the renter shall be the renter's responsibility.
- any damages or loss incurred while the facility is in the care of the renter shall be paid for or replaced by the renter to the satisfaction of the rentor.
- use the dishwasher/sterilizer **ONLY** as instructed. If damaged renter assumes full responsibility.

RENTER RESPONSIBILITY (Deposit of \$300 may be used if failure to follow these responsibilities)

- a) TO leave facility in the same condition as when it was rented to you.
- b) TO dispose garbage and recycle cans and bottles as instructed.
- b) TO lock all doors and windows, turn off all lights and set alarm as instructed.
- c) TO carry, not drag/slide tables and chairs across the floor.
- d) TO use the chair dolly, stack max 7 chairs high same color only.
- e) TO not fix items on surfaces without permission.
- f) TO not prop open outside door(s) due to heating/cooling of facility.
- g) TO use facility **ONLY** for the agreed purpose of this rental.
- h) TO use dishwasher/sterilizer only as directed and assume full responsibility if damaged.

TERMS OF PAYMENT

- Rental and cash deposit of \$300 paid in advance.
- Cash deposit of \$300 returned if no facility damaged and key returned within five (5) working days.
- Facility to be used only for the specified activities agreed to of this rental. Activities are:

- Your rental does not give you exclusive rights to the facility. It may be necessary for staff or members to have building access during your rental time. Please ask for more information.

I have read and agree to the terms of this rental. Date _____ 2023

Name of Renter

Authorized Signature

Golden Age Society _____ Date _____ 2023

Representative Position _____