



Community Center Rental Agreement

City of Cold Spring
5694 E. Alexandria Pike
Cold Spring, KY 41076
Phone: (859) 441-9604
Fax: (859) 441-4640
www.coldspringky.gov

This application form, deposit fee, and proof of insurance must be provided to the City to guarantee your reservation—any reservation without these is subject to cancellation without notice. Rental fee is due no later than 10 days before event date.

APPLICANT INFORMATION

Individual or Organization: _____

CONTACT INFORMATION

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Email Address: _____

Secondary Contact Name: _____

Contact Number: _____

EVENT INFORMATION

Event Description: _____ Estimated Attendance: _____

Event Date: _____ Event Time: _____

Space(s) Requested: Party Room 102 Meeting Room 203 Gym Wedding

Concession Area Requested (includes fridge, deep freezer, food warmer/steamer): Yes No

Alcohol to be Served: Yes No If yes, served by: Renter Vendor/Caterer

Table & Chair Set-up/Tear-down (additional \$75 fee): Yes No

Reservation Policies

General:

- All rentals will be determined on a first come first serve basis **at the discretion of the City**, including use of the concession area.
- All renter(s) must be twenty-one (21) years of age or older and provide a valid I.D.
- All rentals must have a contract signed by the renter and city representative, deposit, and a copy of insurance to be considered booked.
- Rental fees must be paid in full no less than 10 days prior to the event date.
- Rental deposits shall be refunded provided cancellation is received by the City no later than forty-eight (48) hours prior to the start of any rental.
- Renters may enter building one (1) hour before the event start time to set-up. Renters will also have one (1) hour after the event end time to cleanup. If more time is desired for set-up, additional hours can be added on for a fee and if the schedule allows.
- The facility opens at 8:00 AM and closes at 12:00 AM. All events must start no earlier than 9:00 AM and end by 11:00 PM to allow for the one-hour set-up and clean-up.
- The facility must be cleaned up completely. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges. Failure to clean facility will result in the city having to clean at rate of \$50/hour per man.
- All tables and chairs will be provided by the city. Renter is responsible for set-up and tear-down unless request and payment are received. Tables and chairs are for indoor use only.
- All guests/attendees must stay in the **designated area that was rented** by the renter. **Use of the gym is by reservation only.**
- All children must be accompanied by an adult while in the facilities.
- No alcohol is permitted on site, except for what has been agreed upon in the Rental Agreement for events.
- No nails, staples, tacks, or tape may be used on the walls.
- The use of bubbles, silly string, glitter, confetti, etc. is prohibited from use inside of the facilities.
- All candles must be contained within a glass or metal enclosure. Enclosure must be higher than flame.
- Smoking is not permitted on the premises.
- Parking is permitted in the designated parking spots only.
- The walking track will be closed to the public when the gym is rented.
- Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of paid fees.
- As of 1/1/2023 all rental fees will include 6% tax.

Sporting Events:

- Courts can be rented for basketball and volleyball uses, subject to rental rate and insurance coverage.
- Gym shoes must be worn.
- No hanging from basketball rims or volleyball net.
- Use of scoreboard is available.

Weddings:

- The Community Center may be rented out for weddings, pending availability. Rental fee and deposit will be required.
- When renting the facility for a wedding and/or reception, the renter will have access to Party Room 102, Meeting Room 203, concession area, and gym.
- The facility will provide protective covering for the gym floor, tables, and chairs.
- The renter will be responsible for all decorations, set-up, tear down and clean up.
 - If an arch/trellis/arbor is desired for an indoor ceremony, the bottom of the support structure must be a flat surface.
- A list of vendors with contact information is requested ten (10) days prior to the start of the event.
 - If serving food and alcohol, the renter must have one (1) million-dollar event insurance coverage. Policy information must be provided no less than ten (10) days prior to the start of the event.

Note that only soft soled shoes are permitted on the gym floor. A protective floor covering can be put down for \$200, at the request of the Renter, which allows for any shoe-type to be worn.

Gym Floor Cover Request: Yes No

Damage Clause:

The Renter shall deliver the Premises to the City of Cold Spring in as good condition as existed at the commencement date of this agreement, ordinary wear and tear excepted. Renter agrees to be fully responsible for any breakage, damage, or destruction, which may be caused by Renter, Renter's guest, or invitees, which may occur during the term of this agreement or any extension thereof on any portion of the Premises or Building or common areas. The renter shall reimburse The City of Cold Spring for all expenses, damages, or costs incurred by reasons of said breakage, damage, or destruction. The City of Cold Spring shall cause all repairs for which Renter is responsible to be done at Renter's expense, within 10 days of receipt of notice.

Initial of acknowledgment: _____

Insurance/Indemnification:

The Renter shall indemnify and hold harmless the City for any and all claims brought as a result of the use of any of the facilities set forth herein. All persons renting must provide proof of coverage in the amount of \$300,000 for the use of the facilities, which can be presented by proof of homeowner's insurance with applicable coverage. Any group or organization may rent upon presentation of insurance in the amount of \$1,000,000. Lastly, should an individual not have homeowner's insurance, a single day policy, with the City of Cold Spring listed as the additional insured, may be presented. The insurance amounts set forth herein constitute minimum amounts. Renter should seek to provide applicable coverage amounts based on their proposed use.

I have read and understand the City of Cold Spring's Community Center rules and policies and agree to accept the conditions as written. The undersigned does hereby agree to hold harmless and indemnify the City from any and all liability, loss, damages, costs, or expenses, which are sustained, incurred, or required arising out of the actions of the undersigned in the course of facilitating an event at Cold Spring Community Center.

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____