



# Community Center Rental Agreement

City of Cold Spring  
5694 E. Alexandria Pike  
Cold Spring, KY 41076  
Phone: (859) 441-9604  
[www.coldspringky.gov](http://www.coldspringky.gov)

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

## 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: \_\_\_\_\_  
(2 hour minimum)

Space(s) Requested (Circle):    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 served basis **at the discretion of the City**, including use of the concession area.
- 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 and a deposit to be considered booked.
- Proof of insurance must be provided, and 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.
- Rental deposits will only be refunded if the premises are properly cleaned, the keycard is returned and there is no damage.
- Renters may enter the 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. Front doors automatically lock at 8:00 PM.
- The facility must be cleaned up completely, including all outside decorations. 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.
- 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.
  - Party Room 102 comes with 6 5-ft round tables, 3 8-ft rectangle tables and 48 chairs.
  - The gym comes with up to 26 5-ft round tables, 30 8-ft rectangle tables and 250 chairs.
- All guests/attendees must stay in the **designated area that was rented** by the renter. **Use of the gym is by reservation only.**
- Renter must be present for the duration of the event.
- Renter is responsible for all guests in attendance.
- 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. 3M strips or the like are permitted.
- The use of bubbles, silly string, glitter, confetti (including balloons), 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. You may only temporarily park your vehicle in the front to load/unload.
- 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.

## Weddings:

- The Community Center may be rented out for weddings, pending availability.
- 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 a personal liability umbrella policy on their homeowner's insurance. Any group or organization may rent upon presentation of insurance in the amount of \$1,000,000. Lastly, should an individual not have applicable coverage on their homeowner's insurance, a single day event endorsement, with the City of Cold Spring listed as the additional insured, may be presented. The insurance amounts set forth herein constitute minimum amounts. Renters 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: \_\_\_\_\_