



# Memorial Community Center **Equipment** Rental Agreement

415 Wellington Place • PO Box 405 Hope, ID 83836 (208) 264-5481 [mccmail@frontier.com](mailto:mccmail@frontier.com)  
[www.memorialcommunitycenter.com](http://www.memorialcommunitycenter.com)

Memorial Community Center would like to thank you for allowing us to provide you with the equipment for your event. The following is our rental agreement. Please review the agreement and should you want to schedule your rental, please:

- Call MCC at (208) 264-5481 to check availability.
  - Print and complete all the information on pages 3, 4, and 5.
  - Return completed pages within 7 days of the date you make your reservation. Your reservation and rental agreement will be void if the rental agreement is not received within this timeframe. If your reservation is within 30 days of use we request 100% of the payment with completed pages.
1. **Advance Payment:** MCC will use your credit card information that you provide on page 5 to hold your reservation. Your reservation will be void if the rental agreement is not received by midnight on the 7<sup>th</sup> day from the day you made your reservation. MCC must receive full payment of the event due 30 days prior to arrival. If full payment is not received by midnight on the 30<sup>th</sup> day prior to arrival and you have not contacted MCC for cancellation, you will forfeit your reservation, and you will be charged a \$50 cancellation fee. Reservations made less than 30 days in advance of use require full payment within 7 days.
  2. **Deposits/Fees:** MCC will require a security damage deposit in the form of a credit card, which will be charged up to \$1000 in the event there are damages, loss to the property, or additional charges to be collected. Charges exceeding \$1000 will result in legal action.
  3. **Additional Charges:** In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card.
  4. **Check In/Check Out:** The MCC Site Manager will arrange for you to obtain a key to the building or will be here to greet you upon arrival. It is your responsibility to secure the building upon check out and to leave the key on top of the microwave in the kitchen unless other arrangements have been made with the site manager. Upon departure, you are required to leave the property in the same general condition it was when you arrived. If additional cleaning is required, appropriate charges will be deducted from the security/damage deposit. Please see page 2 for check out guidelines.
  5. **Cancellations:** All reservations cancelled are subject to a cancellation fee of \$50. This fee will be charged to the credit card used to make the reservation. If the cancellation is made more than 30 days in advance, the deposit will be refunded. However if the cancellation is made less than 30 days prior to event, you will forfeit your deposit.
  6. **Emergencies:** For medical or fire emergencies call 911.
  7. **Emergency Contact Information:** Call MCC Site Manager at (208) 627-8121 in case of emergencies or to notify us of damage or non-working center inventory. Please report any problems or damages the day of rental. If not reported, we must assume the damage or loss occurred during your occupancy and will be deducted from your security deposit. We will do our best to address repairs/maintenance in a non-invasive and timely manner to ensure you have a successful function at the center.
  8. **Minimum age requirement:** No person under the age of 21 will be permitted to rent the premises or equipment. Sub-leasing or adults renting for minors is NOT allowed. The person signing this rental contract must agree to stay at the center during the full rental period, and will be responsible for all minors and persons under the age of 21 attending any function.
  9. **Pets and Smoking:** Pets and smoking are NOT allowed inside MCC. Smoking is permitted outside the building as long as cigarettes are distinguished properly and butts are properly disposed of.

## CLEAN UP CHECK LIST

1. Empty, rinse and wipe down coffee pots and return to cupboard.
2. Wash dry and put away all dishes, utensils, pots and pans. Put utensils back in correct bins. Make sure to inspect dishes as you go.
3. Wipe down all appliances.
4. If hallway and entry ways are dirty, please clean.
5. Turn off all appliances and lights.
6. Close all blinds.
7. Close the dividing doors to the kitchen area.
8. All tables are to be **washed** and stacked according to size in the appropriate location.
9. Chairs are to be checked and stacked in the appropriate location. Spot clean as necessary.
10. All catering equipment should be cleaned, and put back in the appropriate location.
11. Please do not drag furniture across flooring.
12. ALL Thermostats should be left at indicated marks. Please do not leave heaters on full blast (90 degrees) while you are here, as this causes them to automatically shut off and they will have to be reset.
13. ALL windows and doors are to be checked and left closed and locked.
14. Floors must be swept. Spot clean any areas where spills have occurred. Do not use excessive water! Dust brooms and mops are in the janitor's closet downstairs.
15. KEY: If you were issued a key, please leave it on top of the microwave in the kitchen, then lock up and close door behind you.

## EQUIPMENT RENTAL RATES

Item	Available	Price each	# ordered	Total Due
<b>TABLES AND CHAIRS</b>				
6 foot	12	\$6.00		
8 foot	13	\$8.00		
Card table	9	\$5.00		
Chairs (padded)	130	\$1.00		
<b>COFFEE MAKERS/SERVERS</b>				
Coffee Maker 36 cup	1	\$5.00		
Coffee Carafe (white, plastic)	16	\$1.00		
Creamers (white, porcelain)	26	\$0.25		
Sugar Boxes (white, plastic)	18	\$0.25		
<b>BEVERAGE SERVICE</b>				
Water Glass 9.5 oz. (glassware)	144	\$0.25		
Coffee Cups (white, porcelain)	144	\$0.25		
Punch Bowl (glass) Ladle (plastic)	1	\$10.00		
Water Pitchers (plastic)	20	\$1.00		
Silver Plated Beverage Bowl (holds 5 bottles)	1	10.00		
<b>TABLE SETTINGS, ETC.</b>				
Plates Dinner White (plastic)	136	\$0.50		
Plates Dessert White (plastic)	129	\$0.25		
Silverware 140 sp, 144 kn, 133 fks, 3 T, 14 salad	150 each	\$0.25		
Salt and Pepper	48	\$0.25		
<b>MISCELLANEOUS ITEMS</b>				
Podium	1	\$20.00		
Tent 10x10	4	\$35.00		
Chafing Dishes	2	\$10.00		
<b>Grand Totals</b>	-	-		

Reservation Pick up: Date \_\_\_\_\_ Time : \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Key Checked Out: YES or NO

Responsible Party:

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: : \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DL #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Alternate Responsible Party:  
(In the event that the above person is not available)

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: : \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DL #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**By signing below all responsible parties agree to the MCC Rental Agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Alternate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Security/Damage Deposit**

Responsible Parties Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Name of Credit Card: \_\_\_\_\_ Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Credit Card Billing Address REQUIRED!!!**

The security/damage deposit will be used to recover loss, damage or additional charges discussed in #2 and #3 of the MCC Rental Agreement as follows:

1. Deposits/Fees: MCC will require a security damage deposit in the form of a credit card, which will be charged up to \$1000 in the event there are damages, loss to the property, or additional charges to be collected. Charges exceeding \$1000 will result in legal action.
2. Additional Charges: In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card. The main room and kitchen must be returned to the same order and cleanliness as when you arrive. Again any additional cleaning of main room and kitchen area including the appliances and the floor will be charged to your card at an additional rate of \$150.

If there are no applicable charges referred to above, your credit card will not be charged. If indeed, we find damages or loss referred to above, you authorize us the charge the credit card above up to \$1000 to recover loss or damage to the property or additional charges discussed in #3.

By signing below, I agree to the above agreement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_