



# Memorial Community Center **Facility** Rental Agreement

415 Wellington Place • PO Box 405 Hope, ID 83836

(208) 264-5481

[mccinhope@gmail.com](mailto:mccinhope@gmail.com)

[www.memorialcommunitycenter.com](http://www.memorialcommunitycenter.com)

## FACILITY RENTAL RATES

***Current Friends of MCC get a 20% discount on ALL private rentals.***

***Main Hall rental includes use of all tables, chairs, and projection screen.***

### **Events / Meetings** (1600 sq. ft.)

25 rectangular tables	\$50.00 per hour
11 card tables	
120 padded chairs	
Projection Screen	
Capacity: 120	

### **Ongoing Groups and Clubs**

Main Hall	\$10.00 per hour
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**Main Hall Public Information Meeting** NO CHARGE

**Memorials** \$50 Flat Rate

### **Add On's**

<b>Kitchen</b> (includes access to catering equipment upon request and approval)	\$50.00 per rental
<b>JBL Sound System</b>	\$50.00 per rental

**Event Date:** \_\_\_\_\_

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

- Call MCC at (208) 264-5481 to check availability
  - Print and complete all the information on pages 5 and 6.
  - Return completed pages within 7 days of the date you make the 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 6 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. 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.
  4. **Check In/Check Out:** The MCC Site Manager will arrange for you to obtain a code to the building or will be here to greet you upon arrival. It is your responsibility to secure the building upon check out. 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 5 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) 610-6509 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. 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. **Use of the premises:** Your rental EXCLUDES use of the upstairs area. The intended use of MCC is for meetings and social functions. It may be used for benefits or fund raisers, but use for any commercial activity that is not a direct activity of MCC is strictly forbidden. Any permits or insurances that are required by the City of East Hope concerning your function are the sole responsibility of the tenant.

10. **You must have a permit if you are going to sell alcohol or promote it (for instance: wine tasting)**  
**This is generally supplied by your caterer. Please verify that your caterer has made an application for your permit. Permits must be applied for 10 days in advance of your function. Please call the City of East Hope at (208) 264-5877. They are located at 110 School Road in East Hope, ID 83836.**
11. **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.
12. **Terms of Occupancy:** You are responsible for all set-up and take down. By renting MCC you agree to save, defend, indemnify, and hold the owners harmless for any damage or loss to property or its contents that occur during your stay, and for any liability regarding your possession of the premises. Violation of occupancy limits will result in the forfeiture of all monies and termination of occupancy. We reserve the right to inspect the property during your stay. Further, you agree to use the property respectfully and refrain from any activity which interferes with the business operations of the building tenants. MCC is not liable for inoperable or failures of any equipment, systems, or appliances, as major repair problems cannot be foreseen. We will do our best to ensure you a working and fully functional space. The tenant also understands that MCC is not responsible or liable to the tenant for loss, theft or damage of any of the tenants' personal property, accidents, injury, or damage of any nature from any cause to the tenant (including guests, licensed, or invitees) or acts of God, weather, road, travel, or other recreational activities, or items removed or changed in the center. Guests hereby agree to indemnify and hold MCC harmless from any and all claims including those of third parties, arising out of or in any way related to guest's use of premises or the items of personal property provided therein. Tenant and guests assume the risk of injury or other losses relating to any activities and will hold MCC with respect there to.
13. **Disclosure of number of guests:** Tenant agrees to disclose the number of guests attending during rental times.
14. **Liquor:** MCC does not possess any liquor licenses for the premises. Any and all liquor consumption and /or possession on the premises are the responsibility of the Tenant. Tenant shall save, defend, and hold MCC Harmless from any and all liquor consumption and/or possession on the premises.

**CLEAN UP CHECK LIST-** Supplies and cleaning equipment is located in the janitor's closet in the hallway.

## **CLEAN UP CHECK LIST**

- Empty, rinse, wipe down coffee pots and return to cupboard.
- Empty refrigerator and freezer. Clean if necessary.
- 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.
- Clean all counters and stove area. Wipe down all appliances. If needed, start the self cleaning cycles on stoves.
- If hallway and entry ways are dirty, please clean.
- Turn off all appliances and lights.
- Close all blinds.
- Close the dividing doors to the kitchen area.
- All tables are to be washed and stacked according to size in the appropriate location.
- Chairs are to be checked and stacked in the appropriate location. Spot clean if necessary.
- All catering equipment should be cleaned, and put back in the appropriate location.
- **Please do not drag furniture across flooring.**
- The heat will be set automatically. NOT RESET. Call 208-610-6509 to request heat adjustments.
- Check ALL Windows and doors and make sure they are closed and locked.
- Floors should be dust mopped only. Spot clean any areas where spills have occurred. Do not use excessive water! Dust mop and brooms are in the janitor's closet downstairs.
- Bathrooms should be checked for excessive use, i.e. water on the floor, paper products on the floor. Please turn off bathroom lights.
- If you are also using our outdoor areas, please pick up the grounds for paper products, cigarette butts, bottles etc.
- **All garbage generated by your use must be taken away from the premises, not left in the garbage can outside.**

Reservation Check In: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Check Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_

KEY CODE OBTAINED: YES or NO

Total number of guests, including responsible parties: \_\_\_\_\_

**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: \_\_\_\_\_