



## **Hermleigh Community Center Rental Agreement**

Advance reservations for rentals scheduled up to three years in the future are permitted. Payment must be made in full at the time of booking to secure the rental for a specified date or weekend. The renter shall retain the first right of refusal for the same rental period in subsequent years, provided they meet all booking and payment requirements within the designated timeframe. Additionally, renters may extend their reservation for up to three years beyond the original rental period, subject to availability. The rental rate will remain fixed for the first three years, after which rates may be subject to change for any extended periods.

Exceptions apply to funeral-related rentals, which may be booked without prior reservation and without a fee, subject to availability.

Deposit - \$100.00

Daily Rent - \$100.00

**Alcohol Security Fee - \$300.00 (cash only)**

**This fee applies when there is any alcohol at an event.**

**2 Deputies for 3hrs @ \$50 an hour per Deputy.**

**All rental fees are to be paid in full on the booking day.**

For events with vendors, a 2 day in advance is given for setting up booths. For all other events, only one day is given for prior setting up.

**Events must be closed down with lights off and doors lock no later than 12am.**

We encourage a facility walk through with us to get familiar with lay out and to inspect for any previous property damage. Please make a mental note of all emergency exits and locations of fire extinguishers. For any non-threatening events such as a water leak or a power failure, please call **573-325-3313** or **325-207-1822** (Park Director) any time. For all major emergencies please call **911** then please call park director.

### **Property stipulations**

- No tape on walls, ceiling, or floors
- No hanging decoration from ceiling
- Vehicles are not allowed inside
  - No animals allowed inside
- No skateboard, rollerblades, or bicycles allowed inside building
- **No modifications to facility whatsoever**

### **Facility Cleaning After event**

- Empty and take out all trash throughout facility and replace trash bags. Kitchen, main room, bathrooms.
  - **Kitchen** - all surfaces wiped down and cleaned. Floor swept and mopped.
  - **Restrooms** - need to be swept, mopped, toilets and urinals cleaned.
- **All tables and chairs** must be clean of food or drink then folded and put back on racks.
  - **All floors** must be free of gum, swept and mopped.
- **Outer perimeter of building** – please walk around the building and pick up any trash that was left behind from your event.
  - **Make sure all lights are turned off and doors locked before leaving.**
  - **Keys must be returned by 9 am the following business day.**

**(Cleaning supplies such as dust mops, brooms, lobby dust pans, paper towels, toilet paper, disinfectant spray, and trash bags can be found in storage room.)**

**Failure to follow any of the mentioned requirements, stipulations, or cleaning will result in a loss of deposit and a ban from any future bookings of the parks facilities.**

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**Name of Renter**

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**Date**