

# City of El Lago

## Event Room Rental Agreement

**Event Information**

Event Contact \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Max # of Event Attendees \_\_\_\_\_

Event Time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

**RENTER INFORMATION**

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

El Lago Resident  YES/VERIFIED  
 NO

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

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

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

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

**AGREEMENT**

The representative, group, and its individuals agree to the following:

1. To save and hold harmless the City of El Lago from any and all claims for injuries and/or damages, personal or otherwise, that may arise out of the use of the property without regard to whether the injuries and/or damage, personal or otherwise is brought about or caused by negligence, whether on the part of the representative, its group or its individuals, the City of El Lago, or all three.
2. Property of the City of El Lago will not be removed from the premises.
3. The representative, group or its individuals will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.
4. All parties agree to abide by and have received a copy of the El Lago Event Room rules.

**FEES**

	NON REFUNDABLE Facility Fee	Resident	Resident Deposit	Non- resident	Non- Resident Deposit
Hourly Rate (W/O Kitchen)	\$50	\$10/hr	\$250	N/A	N/A
All Day Rate (W/O Kitchen)	\$50	\$50	\$500	\$600	\$500
All Day Rate (W/ Kitchen)	\$100	\$100	\$500	\$750	\$500

**\*\*\*REQUIRED: PLEASE DRAW ROOM CONFIGURATION ON BACK OF FORM & INCLUDE ANY NEEDS\*\*\***

\_\_\_\_\_  
*Signature of renter or authorized representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed or typed name*

*For City Use Only, Do Not Write Below This Line*

Deposit Fee Receipt Amount \_\_\_\_\_ Payment Date \_\_\_\_\_ Payment Type \_\_\_\_\_ Check No. \_\_\_\_\_

Rental Fee Receipt Amount \_\_\_\_\_ Payment Date \_\_\_\_\_ Payment Type \_\_\_\_\_ Check No. \_\_\_\_\_

Access Card:  Date/Number: \_\_\_\_\_  Date Returned: \_\_\_\_\_

Deposit Refunded?  YES Date: \_\_\_\_\_  NO Reason: \_\_\_\_\_

### City of El Lago Event Room Rules

- Event participation size limited to **348 persons** --- as specified by Fire Marshall to allow for safe exit of room in the event of emergency.
- Hourly rate is for El Lago residents only and has a 2-hour minimum rental requirement. All day rates are reserved for events 5 hours or more.
- Deposit fees due at time of reservation. Room/kitchen fees due 1 weeks prior to event. If reservation cancelled within 72 hours of event, 50% deposit fees forfeited.
- Deposit refunded in full if all clean and undamaged. If only cleanliness issue, a minimum of 25% deposit will be withheld.
- To receive full refund of deposit, all facilities (room, bathroom, kitchen, city-owned equipment) must be left in good, working condition and which a general cleaning (vacuum, mop, wipe) will return the facility to its former condition as found. If kitchen is rented, all city-owned facility inventory must be in place except for normal use of consumables. All A/V equipment will be tested for proper operation. All trash must either be placed in the dumpster or in the supplied trash receptacles. There must not be any permanent marks/hole on/in walls, carpet, floor, tables/chairs, or building fixtures.
- Rental includes use of stage, existing tables, and chairs within room (the following needs to be specified on rental form: number of tables & chairs, existence of stage, need for corded microphone, and pre-configuration of audio/visual (A/V) rack by city staff). Final configuration of table/chair layout and whether permitted city-owned A/V equipment is required at least 72 hours prior to event. No changes to configuration will be permitted within 24 hours of event unless renter performs reconfiguration.
- Use of city-owned audio/visual (A/V) equipment and speaker system may be allowed only through external interface (wall jacks) and with prior set-up by city staff as required. No access to A/V rack via storage area shall be permitted (ensures A/V equipment and storage room security). Use of city-owned corded microphone may be permitted upon request (cordless equipment will NOT to be made available due to value).
- If the kitchen is not rented, its access will be restricted (locked).
- Grill/fryer/oven use would require training and operator must be AT LEAST 18 years of age.
- Decorations will be limited to chair, table, or free standing. No decorations may be attached to ceiling, walls, windows, floors UNLESS an approved method of application is used (i.e. 3M removable hooks, etc.). Nails, screws, or any items which will leave a mark or hole in the wall are not allowed.
- Use of outside patio area immediately behind event room may be reserved. External breezeway and patio area between community room and fitness center may NOT be reserved.
- Event guests must follow all parking restrictions per signage and/or ordinance. Parking areas may not be restricted/reserved.