

Community Complex Rental Agreement

Name _____ Date _____

Mailing Address _____

Phone _____ Email _____

Rental Information

Date(s) Requested _____ Nature of Event _____

Time Required From _____ to _____

Number of Guests _____ Alcohol being served Yes No

I want to rent the following rooms:

Meeting Room Kitchen Full Hall Wedding package (Full Hall)

Holding Deposit \$ _____ Cleaning Deposit \$ _____ Damage Deposit \$ _____

Hall Rental \$ _____

Total Rental \$ _____

Waiver

The Village of Meota shall not be liable to the renter for any resulting direct or indirect loss or damages whatsoever, it is suggested that the renter should carry their own Tenant Legal and Liability insurance.

In consideration of the Corporation of the Village of Meota permitting the use of its facilities, the renter agrees to indemnify and save harmless the Village, its agents, servants, assistants and employees from and against all actions, suits, claims, losses, and demands arising from Injury to persons or damage to property occasioned by the actions, neglect, default or misconduct of the Renter, its agents, servants, assistants or invitees arising from the use of said facilities.

I have read the terms and conditions of the rental on the reverse of this page and agree to comply with the conditions of the Meota Community Complex Agreement.

Name _____ Signature _____

Meota Community Complex Rental Rules & Regulations

1. Full rental fee, damage deposit & cleaning fee are payable in full to the Village of Meota 2 weeks prior to event.
2. Keys for the hall can be picked up from Village office during regular business hours Tuesday-Friday; 9:00AM – 4:00PM. For weekend rentals, keys can be obtained after 2:00PM on Friday and dropped off in the mail slot beside the front door of the Village office 502 2nd ave N
3. The renter agrees to obtain any necessary permits & abide by licensing and other laws relevant to the rental
4. No glass bottles are permitted in the Hall area (Wine bottles allowed)
5. Renter responsible for set up & take down of tables & chairs
6. Exit doors shall remain unblocked at all times
7. Use of confetti & glitter inside the hall is prohibited
8. Only masking tape can be used on the floor (ie. Taping extension cords etc.) and must be removed after function.
9. Remove soiled footwear
10. Smoking & vaping is prohibited inside of the hall, cigarette butts to be placed in supplied container outside.
11. Unauthorized/unlicensed gaming is prohibited in the hall
12. Animals are prohibited inside of the hall except for service dogs
13. No trailers permitted to park on hall grounds without prior arrangements through Village office
14. Kitchen is not to be used to serve alcohol (Bar area only)
15. Use of the hall beyond rental period stated in application (ie. Next morning clean up) may result in additional charge to renter.
16. Meota community complex board accepts no responsibility for any items left in the hall by renter or attendees
17. Renter shall report to the Village office all accidents, equipment failures or fire as soon as possible
18. Renter shall be liable for the cost of repair of any damage to the premises or contents in excess of the damage deposit
19. Kitchen must be cleaned after use (this includes floors, stove, counter tops, fridge, dishes, coffee urns etc.) Please advise caterers accordingly.
20. The Village, at their discretion, retains the right to withhold a portion or all of the damage deposit & cleaning fee to cover the cost of any damage to the hall or extra cleaning.
21. The Meota community complex board reserves the right to cancel in the event of an emergency or unforeseen circumstance for a full refund.
22. The Meota Community Complex Board reserves the right to terminate any function where there is any illegal misconduct.

Meota Community Complex Rules of Etiquette

The Meota community complex is owned & operated by the Village of Meota and has been developed to ensure long term enjoyment for the Village and surrounding area residents.

We kindly ask that you please review this checklist following the usage of the Meota community complex to ensure all rules and regulations have been complied with. The hall area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use. (Leave it like you found it!)

When event is finished:

- Floors have been swept, dry mop any large spills
- Kitchen is clean, tidy & in proper order
- Dishes, pots, coffee urns, appliances are clean and returned to original location
- Running water shut off in kitchen, bar and bathrooms
- Stack chairs and rectangle tables on carts and return to storage under stage.
- Stack round tables on carts and return to the breezeway between complex and office.
- Decorations have been removed without any markings or damages to the complex
- Double bag all disposable garbage and place inside breezeway between complex and office. Recyclables to be placed in blue bags and left in breezeway if not taking
- Leave dirty or wet tea towels in a box or bag so they can be washed.
- Rented table clothes must be dry cleaned and returned
- All video & sound equipment neatly put away.
- Shut off all fans and turn off all lights.
- Close and lock all doors & windows.