

City of Belle Fourche - Dick Bowman Memorial Hall

Rental Agreement and Cleaning/Damage Deposit Guidelines

- **NO COMMERCIAL RENTALS** are allowed. Community Hall is meant for this purpose.
- The Renter shall pay an \$100 daily rental fee, and a \$200 per event deposit. Both **must be paid, and rental agreement signed, when the event is booked** **CANCELLATIONS** If the renter cancels at least 90 days prior to rental date 100% of the paid rental fee and deposit will be refunded. If the renter cancels 31 to 89 days prior to the rental 50% of the paid rental fee and deposit will be refunded. If the renter cancels 29 to 15 days prior to the rental date, 25% of the paid rental fee and deposit will be refunded. If the renter cancels within 14 days of the date, no refund will be issued.
- There is **no smoking** allowed inside the facility. Renter is responsible to see that all participants follow this rule and will be held responsible if it is broken.
- All children must be properly supervised by adults at all times.
- Do not move the piano.
- No pets, other than service dogs, are allowed inside the facility.
- No alcohol sales are allowed. No cash bar will be allowed, and no temporary liquor license will be issued for events in the facility. If you wish to provide alcohol for a wedding reception that is allowed, however, **The RENTER MUST CONTACT CITY HALL, 892-2494, TO OBTAIN PERMISSION TO SERVE ALCOHOL. NO ALCOHOL CAN BE SERVED WITHOUT CITY COUNCIL APPROVAL. THIS MUST BE DONE AT THE SAME TIME AS THIS RESERVATION IS MADE IN ORDER TO ALLOW AMPLE TIME TO GET YOUR REQUEST ON THE CITY COUNCIL MEETING AGENDA.** (Please allow 4 to 6 weeks as this request must first be approved by the Legal and Finance Committee prior to being placed on the City Council agenda.)
- The Renter shall provide the name, policy number and expiration date of the Renter's homeowner's insurance policy. _____ (*initial here*)
- The Renter will receive 100% refund of the key/cleaning/damage deposit provided that all the conditions in this agreement are met to the satisfaction of the City. The Renter shall notify the City in advance in writing of any damages, deficiencies, or similar facts observed in order that such might not be attributed to the Renter in the course of occupancy.
- If deposit is forfeited due to any damage of the structure or its contents and the cost of the repair exceeds the total amount of deposit, renter will be billed for any excess cost.
- The renter shall ensure that all participants have left the facility by the end of the established rental period.
- The Renter will be issued ONE key, which will be available one hour before the City Services Office closes prior to the rental.
- The Renter will not be allowed into the facility sooner than 7pm prior to the rental, taking into consideration there are no other rentals scheduled.
- Rental period, unless otherwise arranged will **begin at 8am and end the following morning at 6am.**
- **All cleaning must be done, and any decorations, supplies, and equipment must be removed from the premises before the end of the established rental period** unless prior approval, noted on this agreement in writing, is obtained. This includes equipment and supplies provided by service vendors or caterers (i.e. pop dispensers, roasters, dishes, sound system, etc.). The end of the rental period is **not** the same as the deadline to return the key. You are **not to return to the facility after the established rental period is over** to do any cleaning or "check on things" because you still have a key. The extended deadline for key return is for your convenience so that it can be returned when the City Services Office is open for business, and special arrangements do not have to be made.
- You may **not** use push pins, thumb tacks, nails, or any other tool for decoration that will result in a hole or any other damage to the walls, doors, ceiling or floors. You will be financially responsible for any damage caused by the violation of this rule.
- The Renter will clean up spills and dry mop the floors **prior to leaving the facility at the end of the established rental period.** The City will provide a wet mop, mop bucket, broom, dust pan, dry mop, and rags for your use should you need them.
- There is an assortment of kitchen utensils for your use. If you use them, wash, dry and put them away before you leave the facility. Damp rags can be folded and neatly placed next to the kitchen sink.

- Place all refuse in the dumpster near the facility. Do not place chemicals or furniture items in the dumpster. The Renter must dispose of these items. If the dumpster is full, place refuse in plastic garbage bags by front doors or the exterior kitchen door. A plastic garbage liner will be provided by the City for each trash receptacle in the facility prior to occupancy.
- The Renter must clean the table surfaces and chairs. Tables and chairs will be inspected and stored away by the City. The Renter is financially responsible for damages to these items.
- All exterior doors and windows must be secured and all interior and exterior lights must be turned off prior to leaving the facility. The Renter will be held financially responsible for any theft or acts of vandalism inside the facility beyond the rental period if the doors and windows are not secured.
- The facility key must be returned to the City Services Office by 12:00 noon of the first succeeding business day following the rental. The key issued is the responsibility of the Renter and may not be duplicated. A key that is not returned will result in the forfeiture of your deposit.
- Use of the facility for other than the specified reason disclosed to City Services staff at the time of reservation will result in the forfeiture of your deposit, and you will be responsible for any additional cost incurred by the City as a result of the unauthorized event.
- IF EITHER DOOR IS UNLOCKED WHEN WE INSPECT, YOUR DEPOSIT **WILL NOT BE RETURNED.**

I have agreed to the above document and do hereby agree to adhere to all rules and regulations included herein.

PRINTED NAME OF RENTER _____ Phone Number _____

SIGNED _____ DATE _____

Date of Event _____ Time of Event _____

Type of Event _____ Estimated Number of Guests _____

Responsible Party (Renter) _____

Address _____

For Office Use Only

Deposit received date _____ amount _____ Ref# _____

Payment received date _____ amount _____ Ref# _____

RENTAL PERIOD START TIME _____ RENTAL PERIOD END TIME _____

SPECIAL ARRANGEMENTS/AUTHORIZATION DETAILS (IF APPLICABLE) _____

STAFF AUTHORIZATION SIGNATURE _____

Deposit Return Voucher Date _____ Approved by Council _____



City Services
511 6th Avenue - Belle Fourche, SD 57717
605-892-2674

Hold Harmless Agreement

I, _____, hereby agree to indemnify and hold harmless the City of Belle Fourche and its officer, agents, employees, and volunteers from any and all losses, expenses, damages, demands, or claims in connection with or arising from any injury, alleged injury, or death to any persons or damage or alleged damage to personal or real property sustained or alleged to have been sustained in any manner in connection with, having arisen out of, or resulting from the rental or use of the following City-owned property:

_____ Belle Fourche Community Hall

_____ Dick Bowman Memorial Hall

Further, I/We agree to defend any suit or action brought against the City, its officers, agents, employees, or volunteers based upon such alleged injury or damage and to pay any and all damages, costs and expenses, including attorney's fees, in connection therewith or resulting therefrom.

Dated this _____ day of _____, 20____.

Person(s)/Business/Organization (please print)

Signature of Representative