



ESTD. 1978

1380 Boone Street
Troy, Missouri 63379
jcarver@LCCOAonline.org

636-528-7000
Fax: 636-528-6335
www.LCCOAonline.org

Rental Agreement

Rental Purpose: _____

Renter Name: _____

Address: _____

Phone Number: _____

Date & Time of Rental: _____

Approximately how many people will be attending your event _____

Time that the building will be occupied Time from _____ Time to _____

Accidents & Indemnity by Applicant: During anytime Renter has access to the premises regarding this rental, Renter shall defend and indemnify Lincoln County Council on Aging and hold Lincoln County Council on Aging harmless from any and all liability, damages, costs, or expenses, including attorney's fees, arising from any act, omission or negligence of Renter, or the officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors of the Renter in or about the premises or arising from any accident, injury or damage, howsoever and by whomsoever caused, to any person or property occurring in or about the premises. Lincoln County Council on Aging shall not be liable for any loss or damage to person (s) or property sustained by Renter, or other persons caused by the building, or improvements, or any appurtenances thereto being out of repair, or by the bursting or leakage of any water, sewer, or steam pipe; or any theft or vandalism; or by any other cause or whatever nature.

Impossibility of Performance: Lincoln County Council on Aging shall be released of its obligations to perform under this agreement in the events of acts of God (i.e.) inclement weather, or pandemic/epidemic, or other causes beyond reasonable control.

Alcohol: If you are selling alcohol, (or charging a cover fee for event) at your event, you must obtain the appropriate liquor license. Responsibility for appropriate use and consumption of alcohol at your event and liability for any consequences arising from the consumption of alcohol shall be assumed by applicant and the party reserving the Hall.

Smoking: Lincoln County Council on Aging is a NO SMOKING facility. Anyone found in violation of this rule will be asked to leave immediately. Smoke detectors at the Hall are extremely sensitive and WILL go off if any smoke is detected. The fire department will be automatically dispatched. There will be no return on deposits or rental fee and applicant will be subject to prosecution.

Cleaning: The LCCOA cleaning checklist is provided for the applicant to complete following the event. Deposits will not be returned if the Hall is not cleaned as instructed by LCCOA cleaning checklist. You can also opt to have the contracted cleaning service for LCCOA clean for an additional fee (kitchen is excluded). Whether the applicant or the cleaning service does the cleaning; all tables, chairs and other furniture that has been moved must be placed back where it was moved from before leaving the building.

Damage: Any damage to the Hall, including but not limited to equipment, will be repaired by a LCCOA designated workmen. Applicants will be charged for the cost to repair any damage resulting from applicant's event.

Kitchen: The use of kitchen facilities, equipment, utensils and products are strictly prohibited if Hall is rented without partial or full kitchen use. If applicant violates this rule, deposit will not be returned and applicant will be charged the FULL use of kitchen rate. If applicant has rented kitchen as partial use and is found to use any of the restricted items, the same consequence applies. See attached description of Partial Use & Full Use.

Decorations: Applicant may not use tape, push pins or nails on the walls of the Hall. If you need to hang decorations, please discuss options with LCCOA staff. No glitter or confetti may be used in the Hall. Exit doors may not be blocked at anytime. No LCCOA property is to be removed from the Hall at any time.

Additional Rules:

- Applicant must refrain from the doing of any act in the Hall that may conflict with any of the rules and ordinances by the Board of Health or with any statute or municipal laws.
- Applicant must give immediate notice to the LCCOA Site Manager in case of theft or accident in the Hall, or of defects therein or regarding any fixtures or equipment, or of any known emergency in the Hall.
- LCCOA management may enter the Hall at any time during the applicant's event, as management has access to and the right to be in the building and on the premises at all times.
- Applicants must ensure no person affiliated with this rental is on the building or on the premises other than during designated times.
- Applicant must ensure no doors are propped open at anytime and that all exterior doors to the premises are locked and secured upon applicant vacating the premises at the conclusion of the event or after any entry to the building to retrieve items, decorate, etc.

This Contract/Rental Agreement is made on this _____ day of _____, 20_____.

I acknowledge that I am signing this agreement freely and voluntarily, and intend by my signature to be bound to all the terms and conditions contained herein.

Name (Printed) Date

Signature

Spouse Name (if married) (Printed) Date

Signature

Primary contact email address _____

LCCOA USE ONLY

Renter has permission to enter the building: Date _____ Time From _____ Time To _____

Date _____ Time From _____ Time To _____

Date _____ Time From _____ Time To _____

LCCOA Representative

Name (Printed) Date

Signature

Rental Fee Checklist

_____ Commercial/Private Hall (M-F)	\$150.00	Deposit-----\$250.00
_____ Non-Profit Hall (M-F)	\$100.00	Deposit-----\$100.00
_____ Commercial/Private Activity Room (M-F)	\$100.00	Deposit-----\$100.00
_____ Non-Profit Activity Room (M-F)	\$ 30.00	Deposit-----\$ 30.00
_____ Commercial/Private Library (M-F)	\$ 60.00	Deposit-----\$ 60.00
_____ Non-Profit Library (M-F)	\$ 25.00	Deposit-----\$ 25.00
_____ Commercial/Private Hall (S-S)(Holidays)	\$500.00	Deposit-----\$500.00
_____ Non-Profit Hall (S-S)	\$150.00	Deposit-----\$150.00
_____ Commercial/Private Activity Room (S-S)	\$100.00	Deposit-----\$100.00
_____ Non-Profit Activity Room (S-S)	\$ 50.00	Deposit-----\$ 50.00
_____ Commercial/Private Library (S-S)	\$ 60.00	Deposit-----\$ 60.00
_____ Non-Profit Library (S-S)	\$ 40.00	Deposit-----\$ 40.00
_____ LCCOA board member (Any Day/Any Room)	\$ 80.00	Deposit-----\$ 80.00
_____ Kitchen	\$200.00	Deposit-----\$200.00
_____ Cleaning Service (excluding the kitchen)	\$150.00	

Total fee due 2 weeks before the event or the day this agreement is signed whichever is closest to the date of the event. Deposit due upon signing this agreement.

IF CANCELED LESS THAN 3 WEEKS BEFORE DATE, DEPOSIT MAY BE RETAINED AT THE DISCRETION OF LCCOA. IF EVERYTHING IS LEFT IN SATISFACTORY CONDITION, AND AS SPECIFIED HEREIN, YOUR DEPOSIT CHECK WILL BE RETURNED IN FULL OR YOUR CREDIT CARD WILL NOT BE CHARGED. RENTAL FEE CAN BE PAID BY CHECK, CASH OR CREDIT CARD. DEPOSIT CAN ONLY BE PAID BY CHECK OR CREDIT CARD INFORMATION WRITTEN BELOW.

Fee Total \$ _____

Deposit Total \$ _____

Credit Card # _____ Exp. Date _____ Code _____

Billing Address: _____

LCCOA Cleaning Checklist:

DINING ROOM

- _____ Sweep all floors (including under the tables), mop
- _____ Remove all decorations – Inside & out
- _____ Wipe down all tables & chairs and return to original location
- _____ Collect all the trash and deposit it in the dumpster. Replace trash bags
- _____ Any items that are moved must be put back in their original location (ex. Condiment holders on tables, chairs, tables, etc.)

ENTRY HALL

- _____ Sweep

KITCHEN

- _____ Clean all counter tops/prep areas
- _____ Clean any equipment that is used during rented time
 - _____ Microwave
 - _____ Steam table
 - _____ Can opener
 - _____ Stove/oven/hood
 - _____ Sink & dishwashing area
 - _____ Meat Slicer
 - _____ Steamer
 - _____ Kitchen Carts
 - _____ Ice machine (scoop in holder)
 - _____ Mixer
- _____ Sweep and mop floors
- _____ Collect all trash and deposit in dumpster. Replace trash bags

PARKING LOT

- _____ Ensure that all trash and debris is removed from parking lot and deposited in dumpster
- BACK HALL (this area should not be used during rental unless arrangements made to use the library)

LIBRARY

- _____ Clean table and return any moved items to original location
- _____ Collect any trash and deposit in dumpster. Replace trash bags.