

## Stevens County Memorial Hall Renter Agreement

This contract and agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between STEVENS COUNTY, whose address is 200 E 6<sup>th</sup>, Hugoton, KS 67951, and \_\_\_\_\_ (hereinafter referred to as "Lessee"), whose address is \_\_\_\_\_.

### **WITNESSETH:**

Stevens County does hereby rent to Lessee the part of the Memorial Hall requested. This Rental Agreement shall be restricted to dates, times and purposes specified by Stevens County.

The use of the premises is subject to the following provisions:

### **RENTAL FEES AND DEPOSIT:**

There is a \$200.00 deposit due at least one (1) week prior to the scheduled event.

Cash and business or non-profit organization checks are the only accepted forms of payment. No personal checks or credit cards accepted.

A deposit may be kept on file in the clerk's office for frequently repeated events.

The rental fee shall include the setup / breakdown of tables and chairs (does not include tablecloths), and use of kitchen (if needed). Reasonable cleaning of the facilities after the event is the responsibility of Lessee. Lessee is required to put all trash in trash bins, clean any food or drink spilled on floor, and follow cleaning instructions that are posted in the Memorial Hall.

Additional staff and/or security needed for any event will be paid for by Lessee.

**Full payment is due within one (1) month of scheduled event after receipt of final bill.**

### **Fees are as follows:**

Kitchen only-----\$15.00/hour ... *Maximum charge will not exceed \$60.00 per day*

\*Hall only----- \$10.00/hour+ \$25.00 flat fee for set-up\*\*

\*Kitchen and Hall-----\$10.00/hour+ \$25.00 flat fee for set-up\*\*+ \$25.00 flat fee for kitchen\*\*\*

*\*Maximum charge will not exceed \$150.00 per day*

**\*\*Setting up, tearing down, moving tables and chairs, etc., is done by county personnel only.**

### **NO EXCEPTIONS.**

**\*\*\*Kitchen charges apply when any food is brought into Memorial Hall even if the kitchen facilities are not used.**

Signed agreement, checklist, diagram, and deposit must be in the county clerk's office at least one (1) week prior to scheduled event. At least one (1) week notice is required for reserving and date changes. If the hall is available, it may be rented on short notice for funeral dinners.  
ALL other events will be double the charge with less than one (1) week notice.

## **COMPLIANCE WITH RULES:**

Lessee, its guests, invitees, employees and agents shall comply with all county, state, and federal laws and rules and regulations while using Stevens County Memorial Hall. This shall include:

- \*NO ALCOHOL ON THE PREMISES
- \*NO SMOKING ON THE PREMISES
- \*NO DANCES
- \*NO ANIMALS ALLOWED IN MEMORIAL HALL
- \*ALL OUTSIDE DOORS MUST BE KEPT CLOSED WHEN NOT ENTERING OR EXITING
- \*DO NOT PUT ANYTHING, EXCEPT DISHWATER, DOWN ANY SINK
- \*DO NOT, FOR ANY REASON, REMOVE ANY ITEMS FROM MEMORIAL HALL OR KITCHEN.  
ALL ITEMS MISSING WILL BE REPLACED AT THE EXPENSE OF LESSEE
- \*PRIOR ARRANGEMENTS MUST BE MADE TO LEAVE ITEMS IN MEMORIAL HALL OUTSIDE RENTING HOURS. STEVENS COUNTY IS NOT RESPONSIBLE FOR ITEMS BROUGHT IN. FOOD ITEMS LEFT AFTER EVENT WILL BE DISPOSED OF.
- \*PLEASE WATCH YOUR CHILDREN. YOU WILL BE HELD RESPONSIBLE FOR ANY DAMAGES YOUR CHILDREN CAUSE.
- \*NO HANGING OF ANYTHING FROM FIXTURES OR ON WALLS WITHOUT PRIOR APPROVAL. USE OF NAILS IS PROHIBITED.
- \*A MINIMUM CHARGE OF THREE (3) HOURS PLUS SET UP FEE WILL INCUR IF THE HALL IS NOT USED AND TWENTY FOUR (24) HOURS NOTICE TO CANCEL IS NOT GIVEN

## **PLANNING:**

- \*YOU MAY NOT RENT MEMORIAL HALL FOR ANYONE OTHER THAN YOURSELF
- \*MEMORIAL HALL WILL NOT BE RENTED ON ANY COUNTY DESIGNATED HOLIDAY
- \*DOORS WILL BE UNLOCKED AND LOCKED BY STEVENS COUNTY PERSONNEL.  
NO KEYS ARE ISSUED. COMMUNICATION IS REQUIRED IF EVENT TIMES CHANGE.
- \*STEVENS COUNTY DOES NOT RENT / LOAN OUT TABLES OR CHAIRS.  
CHECK WITH EXTENSION OFFICE FOR THAT SERVICE.
- \*IF STEVENS COUNTY RECEIVES ANY DAMAGE REPORTS, CONCERNS OR COMPLAINTS ABOUT THE USE OF THE HALL, WE RESERVE THE RIGHT TO DENY ANY REQUEST FOR FUTURE USE.

## **ATTORNEY'S FEES:**

In the event Stevens County requires the services of an attorney to pursue any remedies available under this Agreement against the Lessee, including filing a lawsuit and Lessee is determined by a court to be in default hereunder, the Lessee shall pay all costs and expenses, including, but not limited to, reasonable attorney's fees, incurred by Stevens County in the enforcement of this Agreement.

## **AMENDMENTS:**

No amendment or change to this Agreement shall be effective unless made in writing and signed by both parties.

Lessee shall be responsible for enforcing the guidelines and rules set forth and shall promptly report to Stevens County any incidents which might adversely affect the facility. Lessee agrees to instruct any persons attending any event of the rules and instruct them to abide by the same. Anyone violating the terms of this Agreement is subject to removal from the premises by Lessor.

EXECUTED ON THE DAY AND YEAR WRITTEN ABOVE.

**LESSOR:**

**LESSEE:**

By: Stevens County

By (signature):

**Clerk Name:** \_\_\_\_\_

Print Name:

Date: \_\_\_\_\_

Date:

**DATE(s) OF MEMORIAL HALL RESERVATION:**

**\$200.00 RENTAL DEPOSIT RECEIVED BY:**

## COUNTY PERSONNEL

# DEPOSIT RETURN INFORMATION

**RENTAL DEPOSIT RETURNED BY:**

## COUNTY PERSONNEL

**SIGNATURE OF PERSON RECEIVING DEPOSIT REFUND:**

Deposit refund amount: \$ \_\_\_\_\_.

## FULL REFUND

## PARTIAL REFUND

#### BALANCE TAKEN FROM DEPOSIT

**REASON FOR PARTIAL REFUND:**