

# LIVERMORE CITY BUILDING RENTAL AGREEMENT

1. This agreement is entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Livermore (hereinafter called OWNER) and \_\_\_\_\_ (hereinafter called RENTER). WITNESSETH: That the owner hereby rents to the renter the Livermore City Building for the period of \_\_\_\_\_ (DATE) \_\_\_\_\_ (TIME).

2. It is expressly understood that the premises are to be used for the following function (check one) and complete the appropriate section and numbers 3-8:

- Regular personal or business rental (Section A)
- Wedding or wedding reception (Section B)
- Benefit & approved Community Organization Events (Section C)

**Section A:** Regular personal or business rental

**\$75.00 deposit (\$30.00 will be refunded if the building is cleaned; \$45.00 will be retained by the City of Livermore to cover utilities and employee call out expenses).**

- Monday-Friday 5 p.m.—10 p.m.  
\$75.00 per day
- Saturday-Sunday 6 a.m.—10 p.m.  
\$100.00 per day

**Section B:** Wedding or wedding reception

- Saturday-Sunday 6 a.m.—10 p.m.  
\$200.00 per day  
\$200.00 refundable deposit

Rental Charges	
Deposit Charges	
Total Pd in Advance	
Balance Due	
<b>(Balance is due 2 weeks before date of rental. No reminder will be sent)</b>	

**Section C:** Benefit & approved Community Organization Events

- Saturday-Sunday—**5 HOURS ONLY (SELECT YOUR OWN HOURS)**  
\_\_\_\_\_ **UNTIL** \_\_\_\_\_ **(No later than 10 p.m.)**  
\$75.00 deposit (\$30.00 will be refunded if the building is cleaned; \$45.00 will be retained by the City of Livermore to cover utilities and employee call out expenses). **IF RENTAL IS LONGER THAN 5 HOURS, RENT WILL BE PAID AS IN SECTION A.**

3. The RENTER, after termination of this agreement, will surrender possession of the premises in the same condition as on the date of commencement of this agreement, and if the premises shall be damaged by the action or negligence of the RENTER, the renter's agents, employees, patrons, or guests, the RENTER will pay to the OWNER on demand such sums as shall be necessary to restore said premises to their prior condition and compensate the OWNER for all such damages. If the kitchen facilities are used, all items so used will be washed, dried, and stored by the RENTER (all equipment and supplies in the kitchen have been inventoried and if any items are missing after you use the building you will be responsible for payment of replacement); the RENTER shall be required to leave the premises in a general state of cleanliness both within and outside the building. RENTER SHALL REMOVE ALL GARBAGE WHEN THEY LEAVE (TAKE IT WITH YOU). Bags are in the container when you rent the building. **Please initial here.** \_\_\_\_\_

4. The RENTER is responsible for maintaining law and order both within and outside the building at all times. **Please initial here.** \_\_\_\_\_

5. A City Employee will open and close the building no later than 10:00 P.M. No keys will be given out. We also reserve the right to inspect the building at anytime. IF YOU ARE NOT OUT OF THE BUILDING BY 10 P.M. YOU WILL AUTOMATICALLY FORFEIT YOUR DEPOSIT AND UPON JUDGMENT OF MAYOR YOU MAY BE CHARGED AN ADDITIONAL DAYS RENT. **Please initial here.** \_\_\_\_\_

6. The RENTER agrees to save harmless the OWNER and its agents from and against any and all claims, suits, actions, damages, and/or causes of action during the term of this agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises, and from and against all cost, expenses, liability incurred in and about any such claims the investigation thereof or the defense of any action or process brought thereon, and from and against any orders and/or judgment that may be entered therein. NOTE: THIS BUILDING IS USED BY SENIOR CITIZENS GROUPS AND OTHER GROUPS AS WELL AS THE CITY EMPLOYEES—in signing this agreement, you are stating that you understand others will be using this building during the daytime hours (during working hours) and if you leave any property belonging to you overnight, the City of Livermore is not responsible if any of your items are damaged or removed. **Please initial here.**  
\_\_\_\_\_

7. McLean County and the City of Livermore are dry areas. NO ALCOHOL IS ALLOWED ON THESE PREMISES. THE USE OF DRUGS OR ALCOHOL IN THIS BUILDING IS STRICTLY PROHIBITED. NO GAMBLING OF ANY KIND IS ALLOWED IN THIS BUILDING. THIS IS A KENTUCKY STATE LAW. **Please initial here.** \_\_\_\_\_

8. Upon application a security deposit is required in order to hold the date for the rental. A 48-hour cancellation notice is required or you forfeit your security deposit. **Please initial here.** \_\_\_\_\_

**RENTER SIGNATURE** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY EMPLOYEE SIGNATURE** \_\_\_\_\_

-----  
**(FOR CITY OF LIVERMORE USE ONLY)**

Opened Building: \_\_\_\_\_ (time) **by** \_\_\_\_\_ (signature)

Closed Building: \_\_\_\_\_ (time) **by** \_\_\_\_\_ (signature)

Building returned in same shape as it was when building was opened: YES NO

Deposit refund amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_