

CITY OF LIVERMORE
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 TO OPEN BLDG) FOR THE PURPOSE OF _____.

2. It is expressly understood that the premises are to be used for the following function (check what applies) and complete the appropriate section and numbers 3-9:

- Regular personal or business rental (**Section A**)
- Wedding or wedding reception (**Section B**)
- Benefit & approved community organization events (**Section C**)
- Personal or business office space rental (**Section D**)
- Use sound equipment (**Section E**)

Multi Rental Dates

Section A: Regular Personal or Business Rental—\$75.00 refundable deposit

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

Section B: Wedding or Wedding Reception

- Saturday-Sunday 6 a.m.—10 p.m. **\$200.00 per day rent***
- Mon-Wed-Fri 1—10 p.m. Tue-Thu 8 a.m.—10 p.m. **\$200.00 refundable deposit**

May decorate during regular office hours 8-4, M-F prior to the rental date at no charge, after 4:00 p.m. another days rent is due, inquire at office.*

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). **Section A applies if 5 hours is extended.**

Section D: Daily Personal or Business Office Space Rental

- Monday—Sunday \$45.00 per rental—**5 HOURS ONLY (SELECT DAY & YOUR OWN HOURS)** _____ UNTIL _____ (**No later then 10 p.m.**) Deposit will not be required as long as rental space is left as presented, if not, deposit of \$75.00 is required and will remain on file till renting ceases (\$40.00 will be held from building deposit to cover expense to city). **Section A applies if 5 hours is extended.** Renter will have access to restrooms and water fountain.

Section E: Use Sound System and Microphone(s) *Deposit will be held if equipment not returned.*

- A deposit of \$100 is required, List no. of items needed: _____ Microphone(s) _____ Cord(s)

Bldg. Rental Fee _____	Balance is due 2 weeks prior to date of rental. No reminder will be sent.
Building Deposit _____	
Microphone Deposit _____	
Total Pd in Advance _____	
Balance Due _____	

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