



For Office Use

Date(s) of Use _____ to _____ Rental Fee Amt _____
Security Deposit Amt _____ Date _____
Deposit Returned Amt _____ Date _____

CITY OF NIAGARA – COMMUNITY CENTER RENTAL AGREEMENT

Event Site: 569 Washington Avenue

Fees Up to 4 hours	\$ 50.00	Security Deposit	\$ 75.00
Full Day Midnight to Midnight	\$125.00	Security Deposit	\$200.00
Half Day Prior to Event	\$ 50.00		
Half Day After Event	\$ 50.00		

The City of Niagara Community Center space is available to rent for small-to-medium sized parties. For three days during the week, the space is leased to Elderly Services for their meal site program.

The following terms and conditions for rental will apply. A copy of this completed agreement will be provided to you.

___ Applicants must pay the rental fee and security deposit at the time of rental.

___ Renter understands that security cameras are in use (video only.)

___ Renter will be provided with a key to open and close the Community Center. Renter is responsible for making sure the door is securely locked. If the key is not returned, renter will be charged \$200.00 for rekeying the locks.

___ Items in cabinets and in the two refrigerators marked “Elderly Services Meal Site” are not for public use.

___ Kitchen, stove, and public refrigerator are for event use. Catered or prepared food is recommended. Some pans/kettles are available – these are to be washed thoroughly and placed in the sink basin.

___ Double check that stove and oven are off and that contents are removed from oven.

___ Renter is responsible for bringing all eating and serving utensils, food preparation and storage supplies and dishes, bowls, plates, cups. Dishrags will be provided, please leave at the sink for laundering by City personnel.

___ No animals are allowed in the Community Center except for registered service animals.

___ The Community Center is heated and cooled throughout the year. It may be necessary to prop the outside door to bring in items, it cannot remain propped open for your event.

Initials _____ Date _____

___The Community Center space, tables and chairs must be returned to the way that they were found. You may need to bring in extra tables and chairs for your event.

___Do not use tacks, staples, nails or tape on the walls or ceiling. Any existing items on bulletin boards or walls belong to Elderly Services. They can be covered, or if they are temporarily removed, they must be replaced in the original format.

___Tables are not designed to hold a large weight capacity, do not sit or stand on tables.

___Floors will be swept and mopped by renter, cleaning supplies will be found in the storage room.

___Bathrooms will be cleaned and toilets flushed by renter.

___Do not drag tables and chairs across the floor. If marks are noted, it will be deducted from the security deposit.

___There will be no smoking, vaping, drug or tobacco use inside the building.

___All smoking debris, trash and garbage will be cleaned from the parking lot and surrounding property.

___Renters are responsible for procuring, placing and removing outside ashtrays/receptacles.

___Trash will be bagged and bags will be securely closed. Trash bags will be placed in the cans outside of the building near the garages, with cans covered. No trash is to be left outside of the cans.

___No food is to be left at the site.

___Premises will be vacated before midnight on date of the event.

___Renter will assure that lights are off, including the bathroom.

___Renter will assure that water is shut off.

___The SALES of alcoholic beverages are allowable only at LICENSED events. Please contact City Hall if you need a license.

___Renter assumes all responsibility regarding the serving of alcoholic beverages. The City of Niagara and / or Elderly Services is not liable for any accidents, injury, underage consumption, or legal or civil action taken as a result of alcoholic beverages being served at the facility at any time. All federal, state, and local laws must be followed.

___Renter is responsible for maintaining law and order both within and outside the building at all times. This includes enforcing the NO SMOKING requirement inside of the building.

Initials_____ Date_____

___The City of Niagara or Elderly Services will not be held liable for any personal items left on site or in vehicles, or loss or damage to personal items.

___Renter will hold adequate liability insurance, if applicable.

___Parking is available in the Community Center parking lot and on the side streets. Parking is not advised on Washington Avenue, due to large truck traffic. Parking IS NOT ALLOWED at the fire hall and ambulance services building on Jackson Street. Parking IS NOT ALLOWED on nearby private property parking lots. Violators may be ticketed.

___Renters using the facility are responsible for any damage to the area or equipment used, or any missing supplies or equipment and will be expected to pay for damage, replacement and/or repairs. Any costs will be billed to the "contact person" named on this agreement.

___Site inspection will take place within one business day of event.

___Security deposit will be refunded within 72 hours of inspection if no issues are determined. Charges incurred due to damage or loss will be deducted from the deposit, with additional charges applied if they exceed the deposit.

___If renter has issues with the building, please contact _____ at _____.

___The hold harmless / indemnity agreement is signed.

Event Date _____

Event Description _____

Approximate Guests _____

Event Contact _____

Name _____

Address _____

Phone Number _____

Renter Signature _____

Key Issued By _____

Key Returned _____

Initials_____ Date_____

Initials_____ Date_____