

Civic Center Rental Application

Single Event Date: _____ Times: from _____ to _____

Multiple/recurring dates

Days	Beginning Time	Ending Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of group/organization (if applicable) _____

Purpose of event/activity: _____

Number of persons expected to attend: _____

We request the use of the following: (circle one below)

Entire facility (except for those areas/items listed as non-rentable)

Exterior grounds only

Contact person

Name: _____ Address: _____

Phone: _____ Email: _____

Amount Paid: _____ Date: _____

Amount Due: _____ Date: _____

Agreement for use of City owned property

This agreement is made on the _____ day of _____, 20____, between: _____, hereinafter referred to as "User", and the City of Peru and the City of Peru Civic Center, collectively hereinafter referred to as "City", for the use of city owned property on _____ 20____ hereinafter described as the "Civic Center", in consideration of the mutual promises, terms and conditions contained herein.

1. User shall indemnify, defend, and hold harmless the City and their respective officers, directors, employees, and/or agents from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise from, the rental, use, and occupancy of the facility by User and User's invitees, guests, or others.

2. **User** agrees to return the city owned property in the same condition as accepted and be personally responsible for the conduct of all persons in attendance at the facility. The **User** and/or his/her organization will be held financially liable for any resulting damages to the facility and/or property. Charges will be based on materials and administrative costs. *(normal wear and tear are exempt).*
3. **Trash and debris** shall be placed in designated containers before leaving the premises
4. **Smoking, smokeless tobacco products of any type, and/or vaping is not permitted inside or on the premises except outside in the designated tobacco use area.**
5. The **User** shall not permit any person(s) to do anything on or about the premises that constitutes a violation of either the laws of the State of Indiana, or the city of Peru, Indiana
6. **No taping, tacking, nailing, or attaching of any objects to the walls, windowsills, or floors will be allowed**
7. No silly string (or similar product) or glitter allowed
8. All items brought to the civic center must be removed when the user leaves the premises. This includes items from food to rented equipment. **NO EXCEPTIONS**
9. No animals or pets of any kind are allowed inside at any time with the exception of **certified** service animals for the disabled only. Pets outside must have an owner present with them at all times and must be cleaned up after by the owner/user.
10. No bubble machines or smoke machines are allowed
11. No bird seed, popcorn, confetti, or rice is to be thrown inside the building or on the landing outside
12. No items shall be placed in the building prior to your rental date and time for your rental or left in the building after your rental to be picked up on a later date. *Any items left behind will be considered abandoned property.*
13. **No use of kitchen is allowed except for the tables/counters/refrigerators/freezers.**
14. No left-over foods are to remain in the refrigerators/freezers when you leave. *All foods left behind will be disposed of.*

Scope of use

The property to be used by the **User**, must be used in the manner or which it is intended for. Use of the civic center shall comply with all statutes, ordinances, rules, and regulations. The **User** shall not commit or permit any nuisance, waste, destruction, or damage to the property and agrees to return it in the same working manner in which the **User** accepted said property.

Payment guidelines

All facility renters are required to pay, as a minimum, fifty percent (50%) of the total rental fee as a deposit at the time of initial reservation. *The deposit is non-refundable.* The rental period must include time for setting up and cleaning up after the event.

All rental fees must be paid in full, no less than thirty (30) days prior to the date of the users scheduled use. If the full fee is not paid within thirty (30) days prior to use, the City of Peru reserves the right to charge a \$25.00 late fee and/or cancel the event. ***No refunds will be issued except those approved by the Board of Works.***

All payments shall be handled through the Mayor's Office or City of Peru Building Department at 35 South Broadway Peru, In. Second Floor.

Payment shall be made in the form of checks (made out to the City of Peru), credit card, or cash

Schedule of fees

Up to four hours 90.00

Up to six hours 125.00

Up to eight hours 200.00

(exterior grounds only) up to eight hours 150.00

Any hours beyond the maximum of eight (8) hours will be charged at a rate of \$20.00/hour

Recurring use rate (minimum of four (4) events per calendar year to qualify)

Clubs, non-profit groups, or other organizations who have recurring meeting dates and times and who choose to pay a registration fee of 30.00 per calendar year shall be charged at a discounted rate of 10.00 per hour for each recurring scheduled event for that calendar year. *(if no registration fee is paid regular rates apply)*

Hours of operation

Sunday thru Saturday 10am-10pm **Except:** *Christmas Eve, Christmas Day, Thanksgiving Day, New Year's Eve, New Year's Day*

The event host will:

Meet you (or your representative) at the building 10 minutes prior to your scheduled time. **You will not be issued a key**

Ensure the building is clean and ready for your use

Secure the facility at the end of your scheduled time of use. *(any additional time beyond your scheduled time will result in additional fees due)*

Clean all tables and chairs

Sweep the floors

Take trash outside to cans

Clean the bathrooms

The event host will not:

Help set up tables and chairs, help decorate, etc.

Accept flowers, cakes, or any other kind of deliveries. Someone from your party/group must be there to

Accept any deliveries

Provide utensils, plates, cups, or dishes

User responsibilities

Your event must be over and you must be ready to leave at the end of your rented time.

Tie down or weight down all balloons

Take down and dispose of all decorations, party favors, food, etc.

Ensure all caterers and entertainment are ready to leave at the end of your scheduled time

Ensure no tobacco products/etc. are used on/in the premises except outside in the designated area

Provide all necessary utensils/cups/plates needed for the event

ACKNOWLEDGEMENT AND ACCEPTANCE

"I HAVE READ THIS ENTIRE AGREEMENT, I FULLY UNDERSTAND IT, AND I AGREE TO BE LEGALLY BOUND BY IT."

Honorable Miles Hewitt

Mayor

_____, User

City of Peru

Dated: _____

BY: _____

An Authorized Agent or Representative

Dated: _____