

CIVIC CENTER RENTAL APPLICATION

Single Event Date: _____ Time: from _____ to _____

****The rental period must include time for setting up and cleaning up after the event.****

Multiple/recurring dates:

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

Name of group/organization (if applicable) _____

Purpose of event/activity: _____

Number of persons expected to attend (maximum capacity is 69 people): _____

Contact Person Information

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 referred to 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 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 statues, 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 Clerk's Office at 35 S Broadway, Peru, IN, second floor.

Payment shall be made in the form of checks (made payable 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

Any hours beyond the maximum of eight (8) hours will be charged at the 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 through Saturday 10am-10pm EXCEPT: Christmas Eve, Christmas Day, Thanksgiving Day, New Year's Eve, New Year's Day.

The City of Peru 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

Clean the bathrooms

The City of Peru event host will not:

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

Accept flowers, cakes, or any other kind of delivery. 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 time.

Tie down or weigh down all balloons

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

Ensure all caterers, entertainment and guests 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."

_____, User

_____ Date

_____, An authorized representative of the City of Peru

_____ Date

Honorable Don Sturch

Mayor, City of Peru