

CITY OF SUGAR CREEK BUILDING RENTAL AGREEMENT
MIKE ONKA MEMORIAL BUILDING

PLEASE READ RULES AND REGULATIONS AND REVERSE SIDE BEFORE COMPLETING FORM

Application must be completely filled out. Residents must show a paid personal property tax receipt.

PLEASE PRINT

Date Requested _____ Type of Event _____

Applicant _____

Address _____

CITY/STATE/ZIP

Employment Address _____

Home phone _____ Business
Phone _____

Cell phone _____

Group or organization and Address _____

Number of Guests Attending _____

Will Alcohol be served at the event _____?

Officer needed for alcohol on premises must be paid "IN CASH" before event begins at the fee of \$30.00 per hour!

Set up time _____ Event Start time _____ Event End
Time _____

Reservations must be made by persons 21 years of age or older.

THE CITY OF SUGAR CREEK IS NOT RESPONSIBLE FOR DAMAGES OR THEFT TO PERSONAL PROPERTY, MATERIALS OR SUPPLIES BROUGHT INTO THE BUILDING BY THE RENTER.

Applicant: _____
Signature

.....
.....

Security Deposit of \$ _____ Date of Deposit _____

Grand Total of Fee's _____ ONKAD-ONKA Deposit 30-000-286.000 _____

Additional Hours of usage _____ MIKO-Rental Fee's 30-252-509.000 _____

Application Approved By. _____ Date _____

FEE AND RULES FOR USE OF MIKE ONKA MEMORIAL BUILDING

Damage deposit of \$250.00 due at time of reservation

All Events for Non Residents of the City of Sugar Creek will be \$1,000.00 per 12 hour day.

All Events for Residents of the City of Sugar Creek will be \$ 700.00 per 12 hour day.

Residents must show proof of residency by way of a paid personal property tax receipt and if a resident is renting they must be present during the time of the event. Charge of \$150.00 will be charged for extra opening and closing.

RESIDENT 50 TH ANNIVERSARY	NO CHARGE
Sugar Creek Resident Funeral Receptions	\$75.00
Sugar Creek Non for Profit Groups	\$150.00 per day

The above fees include normal clean-up; there will be an additional fee of \$200.00 for extra cleaning. One time for opening building and once for closing is included in fee.

DAMAGE DEPOSIT (Deposit will be refunded if all requirements are met)

Please allow 30 days for deposit refund.

Deposit of \$250.00 must be paid when application is presented. No reservations will be made until deposit fee has been received at City Hall. Remainder of rental fee is due 60 days, ***after application is received.*** The event deposit can be used for the following, indoor rental rooms, additional cleaning deemed necessary by facility staff, additional rental time beyond the contracted period and check off list.

1. _____ Applicant and/or organization will be responsible for damages to building and damages or loss to contents. Applicants must be present at the function and at the time of closing or damage deposit is automatically forfeited.
2. _____ Applicant or other member of group shall be present at the time the doors are requested to be opened. Prompt attention must be paid to requested time of opening. ***Excessive waiting on the part of the City employee will be deducted from damage deposit. Each additional visit to building, other than first opening and closing, or an emergency on reserved date will be a minimum of \$10.00 charge.***
3. _____ All activities must cease by **11:00 p.m.** and the building vacated by **12:00 a.m.** All personal materials brought into the building by the renter, must be removed at the close of the event.
4. _____ Decorations must be approved by facility's monitor.

5. _____ The use of the Mike Onka Hall may be denied because of misuse.
6. _____ A Sugar Creek Police Officer will routinely check the building at the request of the building supervisor.
7. _____ No equipment or machinery may be brought into the building or grounds without approval of the Public Works Director or his designee.
8. _____ Renter must clean off tables and chairs and place them in the proper order they were found. All trash barrels shall be emptied and place trash into dumpster located to the west of the building on the upper parking area. Floors must be cleared of all trash.
9. _____ Kitchen must be cleaned all counters wiped off and all personal items removed by end of rental time indicated.
10. _____ No tape is permitted on the walls, floor or ceiling, No tacks, nails, or staples are allowed to be used on any piece of city property.
11. _____ No propane gas tanks of any kind are allowed without written permission.
12. _____ If confetti or glitter is used it must be removed or a forfeiture of security deposit could be retained.
13. _____ Smoking is not permitted inside the building or within 25 feet of the main entrances. Smoking areas are designated.
14. _____ The City of Sugar Creek will provide an attendant for the premises prior to set-up, during function and for locking and securing of the facility after function.
Building must not be vacated until the monitor has arrived and building has been checked.
15. _____ If having the event catered or renting of equipment it must be removed before the end time noted on the agreement. This would include the use of a D.J. or band.
16. _____ The City of Sugar Creek will not be responsible for any lost or damaged goods If any objects are found they will be become the property of the city of Sugar Creek if not claimed within a 24 hour from the time of the rental date if not claimed in that time frame they will be disposed of properly.
17. _____ There will be no sub leasing of the facility the person whose name is on the agreement must be on the premises during the designated start time and the designated end time.
18. _____ There can be no cash bar, unless you have a caterer for your event. In the case you do have a caterer they must provide the city with a certificate of insurance.
19. _____ No use of inflatable's will be allowed on the premises unless they are being rented from a company that the City of Sugar Creek has agreed upon at least 30 days prior to the event. This business must have submitted a certificate of insurance to the city. The inflatable company must have the proof of insurance to the City of Sugar Creek no later than 30 days prior to the rental date.

Cancellation Policy:

- 60 Days or more in advance 100% of rental fee's refunded
- 29-59 Days in advance 75% of rental fee refunded
- 28-15 Days in advance 50% of rental fee refunded
- Less than 14 days from event 0% of rental fee returned

I HAVE READ THE ABOVE RULES AND REGULATIONS, UNDERSTAND ALL THE ABOVE RULES, AND DO AGREE TO ABIDE BY THEM.

Renter Signature _____

Facility Monitor Signature _____

Time Building Opened _____ Time on Closing _____

Refund can be returned Signature: _____ Date: _____