**Contract & Rules**

**Contact:** Hall Rental Contact & Rates

 All reservations for the hall or lounge are made only thru the Warden, Richard

 McIntire, cell 502-460-2861, email richardmc@bellsouth.net, Hall phone

 502-331-9990

The undersigned shall indemnify and hold Bardstown Event Center LLC harmless for all loss, damage, liability or expenses resulting from any injury to or death of any person, or any lossor damage to any property caused by or resulting from any act or omission of said organization or group or any officer, agent, employee, guest, invitee or visitor of said organization or group in or about Bardstown Event Center. Renter is responsible for any theft, vandalism, and damage of any kind which occurs during the event.

 **NO person shall sublet the use of these facilities to others**

**Fees:** **FEES:** **DEPOSITS REQUIRED**

 **Hall only (200 pp) $500** Deposit amount equal to 50% of rental fee is due

 at the time of booking.

 **Hall/Lounge (240 pp) $600** Deposit is in addition to the rental fee and we will

 not hold dates without a deposit

 **Lounge only (40 pp) $150** Deposits will be refunded upon inspection

 provided no damage has occurred

 **NO EXCEPTIONS**

 Other rates for setup or decorating for day prior to event are available for a fee.

 **Cancellation Fee:** Deposit will be non-refundable if booking is cancelled

 without 60 day notice.

  **Clean-Up Fee:** Available upon request.

 **This is a non-smoking facility and smoking is prohibited inside the building.**

**Time:** Hall/Lounge rental is from 10am on the day of the function/event until 10am the

 following day. If the hall is needed the night prior to the function/event for

 decorating, etc. the Renter may call within 24 hours for access to the space if

 not rented. The Hall/Lounge can be guaranteed for the night before for an

 advanced fee of $75 for Hall and $50 for the Lounge.

**Fee Includes:**

 Hall - Large space area, kitchen (oven, stove, microwave, refrigerator), TV/lounge room

 and restrooms, chairs and tables.

 Lounge - Smaller space, microwave and refrigerator, bar area and single restroom,

 chairs and tables.

**Renter Responsibilities:**

 \*All renters must be 21 years of age or older. Renter must be available at hall/lounge

 during hours of rental

 \*Activities must be concluded by 1am and building locked and secured by renter

 \*Renter must not sell alcoholic beverages or sell tickets for admission to the event

 \*Renter must set up and take down all tables and chairs and return to storage room

 \*No silly string allowed in the building

 \*All decorations be removed. Absolutely NO tape to be used in the hall/lounge. NO

 attachments to ceiling, walls, lights, or air conditioners.

**Clean-up:**

 \*Clean up is required of all renters after their function/event.

 \*Includes: All floors swept with broom and mopped with water as instructed.

 \*All trash cans must be emptied and taken to the dumpster. All sinks, toilets, and water

 faucets to be turned off. Lights to be turned off.

 -Renters will be responsible for items broken, damaged, or missing.

 -Renters will be responsible for outside of build for trash or debris.

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I AGREE TO THE ABOVE AND I WILL BE RESPONSIBLE SHOULD DAMAGE THAT EXCEED MY DEPOSIT.

Renter Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hall Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Deposit Check No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Pd. \_\_\_\_\_\_\_\_\_\_\_\_\_ Bardstown Event Center

 111 North Fourth St
Rent Check No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Pd. \_\_\_\_\_\_\_\_\_\_\_\_\_ Bardstown, KY 40004