



City of Lockney Dove Room Rental Agreement

Renter Information

Contact Name / Organization: _____ Event Type/Purpose of Rental: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____

Date of Rental: _____

Dove Room Rental

-Refundable Deposit: \$100.00

Due upon booking to reserve date.

- Deposit will be refunded if all trash is thrown out and tables clean and ready for cleaning crew. All tables and chairs must be accounted for and no damage has been done to the building in order to receive full refund. Deposits paid with cash or credit card may be picked up any time after 12:00pm on the 1st business day following the rental.
 - o Deposits will be returned in the form they were presented.
- Deposits paid with a check may be picked up after the 4th business day following rental.
Checks will be processed, and your refund will be a check written to you by the city.

-Rental: \$200.00

Due upon picking up the key to the building.

Rental is a 8am – Midnight daily.

- Renter may pick up key at Lockney City Hall during normal business hours (M-F 8:00am – 5:00pm) one day prior to rental and must have the key returned the first business day following your rental.
- If the key is lost or not returned in the appropriate amount of time, a \$30 fee will be assessed to the renter.

-Cleaning Fee: \$75.00

Due at time of rental.

The renter will be responsible for throwing all trash from inside or around building.

-Alcohol Fee: \$250.00

If alcohol will be present on the premises, a fee of \$250 will be due. If alcohol is served or present and not paid for in advance, the renter will forfeit their deposit as well as an additional fine of \$250.00.

Staff Use Only

☐ **Rental Deposit: \$100**

Date Paid:

Cash CC Check

☐ **Rental Fee: \$200**

Date Paid:

Cash CC Check

☐ **Cleaning Fee: \$75**

Date Paid:

Cash CC Check

☐ **Alcohol Fee: \$250**

Date Paid:

Cash CC Check

☐ Key Returned

☐ Trash Out/Clean

☐ Deposit Refunded

Renter's Responsibilities

- We do not allow any stapling, taping, or hanging of decoration of any kind. Any tape, staples, nails, etc. on the walls, in any wood, ceiling tiles, windows, etc. will result in forfeiture of your total deposit.
- Renters are responsible for properly disposing of all trash, removing all debris from the kitchen and restrooms, wiping down all countertops where food is served.
- Do not place anything other than toilet paper in the toilets including wipes, towels of any type, diapers, etc. If the sewer gets stopped up, the renter will not be refunded the deposit
- If a plumber, electrician, repairman of any kind is required, renter shall forfeit deposit.
- Video security cameras are located throughout the Dove Room to monitor and surveil the community center for safety, security, and to aid law enforcement. All recordings shall be done with recognition of the reasonable expectation of privacy among members of the public. I (we) understand and agree that video security cameras may be in operation during my event.
- Renters assume full responsibility and liability for all people present at the time of rental.
- Disregard or abuse to any or all of the above will result in partial to full loss of deposit.

The responsible party/renter _____ agrees to hold harmless the City of Lockney, it's employees, representatives and volunteers, from and against any and all claims, suits, actions, damages, liability, and/or causes of action of any kind or character whatsoever (including all costs, expenses, and attorney's fees relating thereto), for any personal injury, loss of life or property, and/or damage to property, sustained in or about the said facilities, or arising from or relating in any way to the rental agreement for the above facilities.

The responsible party/ renter further agrees to adhere to the rules and regulation of the City of Lockney and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the function for which the facility is rented. Any other rules which may apply will be listed in a facility rental condition form.

Signature of Responsible Party

Date