



CENTRE SQUARE RENTAL APPLICATION/AGREEMENT

Applicant: _____ Today's Date _____

Date of Event: _____ Anticipated Attendance _____

Contact Person: _____

Address: _____

(Note: Your deposit will be refunded to this address)

City, state, zip: _____

Phone: (____) _____ Cell Phone: (____) _____

Rental Fee Collected: Deposit _____ Fee _____ **(ENTIRE BALANCE IS DUE 90 DAYS BEFORE THE EVENT)**

Please contact City Hall for Current Rental Rates (270) 692-6272

(Payments and application may be mailed to: City of Lebanon, P.O. Box 840, Lebanon, KY 40033.)

Facility area you desire to utilize:

Gymnasium/Kitchen Angelic Hall Conference Room(s) Outdoor Stage/Field

*(If renting Angelic Hall: Do you require use of amplified sound: Yes No - Lighting: Yes No)

Nature of the Event:

Wedding/Reception Convention Educational Performance Other: _____

If you will have any of the following, please mark and provide their contact information:

Catering _____

DJ _____

Check if applicable:

Admission Charge

Merchandise sales – please describe _____

Concessions (applicable to outdoor events)

Additional Rentals: _____ \$9 all Tablecloths _____ Napkins @ \$0.50ea. _____

_____ Decorative Columns \$20ea. 4' or 8' _____ 8 Piece-Place Setting \$1 ea. _____

Total: \$ _____

Last Revised 03/2012

Please read carefully the remainder of contract before signing.

1. Rental: For guaranteed reservation, full payment of a deposit must be paid up front.
2. **The entire balance must be paid at least 90 days prior to the event. Deposit is due upon reservation, and shall be forfeited in the event of cancellation. If event is cancelled within a week of the scheduled event, the entire balance will be forfeited.**
2. Reservations cannot be made more than 3 years in advance.
3. The building will be available the day prior to your rental date for decorating. There is a \$50 fee for each additional day of use desired before your event.
4. The use and location of special apparatus shall have prior approval of the facility manager (i.e. tents). Some apparatus may have an extra \$150 charge per item. Hanging canvas, chandeliers or decorations of any kind from ceiling or overhead must have prior approval of management. Also, use of scaffolding or lifts must be approved. City scaffolding may be used for \$150, and the City will erect and dismantle scaffolding.
5. No vehicles are allowed on the grass. You must inform the caterers, musicians, decorators, etc. of this rule.
6. The facility is not responsible for any personal or rental items left on the premises.
7. All rehearsals or practices must be scheduled. Please schedule the rehearsal at least two months prior to occurrence.
8. **SMOKING IS PROHIBITED INSIDE THE FACILITY.**
9. **No decorations shall be attached to walls, floors, doors, or windows with any kind of tape or staples**, plastic ties or florist wire may be used, and must be removed when your event is over.
10. The party responsible for rental shall be responsible for any damage to facility.
11. No candles shall be left burning or unattended.
12. All birdseed shall be thrown outside, not indoors; no excessive use of confetti.
13. Basic set-up and clean-up of the facility is included in the rental fee. (tables, chairs, stage, removing garbage)
14. You must keep everyone off the Second and Third Floors, and do not let children play in the stairwells or on the steps. (They are rented by other entities)
15. The staff will show you how to dim the lights, and turn them on and off.
16. **Do not drag, push, pull, or scoot the tables across the floor.** Pick them up and place them where you want them, or ask the staff to do this for you.
17. **Do Not Block the Elevator at any time, except after 5:00 pm Friday.**
18. Mop, buckets, brooms, dustpans, etc. are in the utility room. Mop up any spills immediately, the floor is very slick when wet. Additional paper products are stored there if you need them, along with garbage bags.
19. Remove all food from the serving line and kitchen when you are through. You may leave items in the refrigerator until you can remove them later, but you must ultimately remove them. (this is something your caterer can do for you)
20. **ALCOHOL DISCLAIMER:** THE CITY OF LEBANON does hereby disclaim any responsibility for any alcohol served, consumed, or carried in by any person in attendance at your function. It is the sole responsibility of the party renting the facility to monitor alcohol on premises!! You must provide an experienced, responsible person to serve at your function, if you have obtained the necessary licenses.
21. **You agree to defend, indemnify, and hold harmless the City of Lebanon in all matters related or arising from your rental of Centre Square.**
22. Wedding Receptions shall end at 11:30 P.M.
23. **You must provide (within 60 days of event) the name and address of your Caterer (they must be in good standing with the City, current on payment of Tourism Tax for events catered within the City of Lebanon and have a current City Business License).**
24. **Full or partial deposit may be returned upon inspection of premises after your event. Please allow up to 30 days for deposit refund.**
25. **You will have until noon the following day to remove all decorations and/or personal items from the facility.**

By signing this contract you accept the terms set above.

Signed _____ Date _____

For Office Use Only: Amount of refund _____ Date of refund _____