

Rental Agreement-Oswego Community Center
203 North Street, Oswego, Kansas 67356 (Revised July 2, 2013)

Name: _____ Phone: _____

Address: _____

Purpose of use: _____

Please mark rooms to reserve: (Please refer to floor plan.)

_____ Entire Building

_____ (John Mathews Room) **Kitchenette** – 1540 sq ft - 110 people.

_____ (Chief Pawhuska Room) **East Room** – 2560 sq ft – 165 people.

_____ (Hettie Hall Room) **West Room** – 2560 sq ft – 165 people.

_____ Full Kitchen

Check if needed: No Additional Charge

Access to ice machine refrigerator podium easel internet needed

Flags needed American and or State (circle one(s) needed) high chairs How many _____

If kitchen is rented by someone else, you may not have access to the ice machine or refrigerator.

You may need to provide ice and an ice chest.

Date of Rental: ____/____/____ Time: _____ am/pm to _____ am/pm

Additional Rental Date ____/____/____ Time: _____ am/pm to _____ am/pm

1. **For Weddings/Receptions, only bubbles are permitted in the building and bird seed is permitted outside. Please refrain from using confetti or rice inside or outside the building.**
2. The building is available at 8:00am on the day(s) it is rented. Prior approval is required for use before 8:00am. (3 days notice required based upon building availability).
3. Events scheduled later than 10:00 p.m. requires prior approval, and an additional fee of \$25.00.
4. Prior Day Set-up requires ½ of total fee, minimum two weeks notice prior to rental date, no exceptions. **Prior set-up will result in forfeit of deposit.**
5. Table/Chair Set-up/Tear-Down/Cleaning done by Custodian. Fees are \$65 a Room or \$260.00 for the entire building. **NO EXCEPTIONS.**
6. Refunds on cancellations. A full refund will be given for cancellations with 30 days or more notice prior to rental date. Cancellations with 30 days or less notice will result in forfeit of deposit, not to exceed the price of rental.
7. Before leaving the community building, please make sure **ALL** doors are locked. Each outside door has a panic bar that you have to push to exit the building when the door is locked. Insert the Allen key in the hole next to the panic bar and turn it while still holding the panic bar down. This should lock the bar in the down position and this allows the door to be unlocked. The same procedure is followed to lock it back. Hold the panic bar down and turn the Allen key to release the panic bar into the up position so the door will lock. A call out fee (see below) may be charged if an employee is called out to lock the doors.
8. **A call out fee (\$35.00 evenings and week-ends and \$45.00 holidays) will be charged if keys are not picked up during regular business hours. NO EXCEPTIONS.**

Additional Contact Information: Please provide **two** additional contacts other than yourself. Please include names, addresses, and phone numbers. (List them on back if needed.)

I have reviewed and I agree to abide to the Terms and Conditions (**this is an additional set of documents, be sure that you have received them**) as set out by the City of Oswego, for the use of the Oswego Community Center.

Signature

Date

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For Office Use Only **Date of Event** _____

Name of Renter: _____

Renter Phone Number: _____

Additional Contact Name and Number: _____

Additional Contact Name and Number: _____

Administrative Group _____ Come & Go _____ Company _____ Oswego Civic _____ Private _____

Liability Insurance Certificate Received _____ Company Sales Tax Number _____

Rooms Rented: Kitchen _____ East _____

West _____ Kitchenette _____ Complete Hall _____

Rental Fee _____

Prior Day Set Up Fee _____
½ Price of room rented or \$150.00 if Complete Hall is rented

Divider open _____ or closed _____

Note to Tommy- Additional Cleaning Supplies _____
If Kitchen is rented by another party – No access to cleaning supplies – Make sure supplies are set out for the party renting the other room(s).

Need access to: ice machine [] refrigerator [] podium [] easel [] Flags []
High chairs [] Booster Seats [] How many _____
Internet needed [] Password given to renter _____

Set Up/Tear down/Cleaning Fee _____ Number of Rooms _____ or Complete Hall
\$65.00 per room or \$260.00 for complete hall.

Renting building after 10:00pm _____ - How Late _____
\$25.00 if renting after 10:00pm.

Total Rental Fees _____

Rental Fee Paid _____ Date Paid _____ CR# _____ in Computer? _____

Prior Day Rental Fee Paid _____ Date Paid _____ CR# _____ in Computer? _____

After 10:00pm Fee Paid _____ Date Paid _____ in Computer? _____

SUTD/Cleaning Fee Paid _____ Date Paid _____ CR# _____ in Computer? _____

Deposit Required _____

Deposit Paid _____ Date Paid _____ CR # _____ in Computer? _____

Paid By _____

Deposit Refunded: Date _____ Amount \$ _____ Ck. # _____