



## KAUFMAN CIVIC CENTER RENTAL AGREEMENT

In order to rent the Community Room within the City of Kaufman Civic Center, I, \_\_\_\_\_, ("Renter"), hereby agree to abide by the following terms and conditions and acknowledge that my failure to do so will result in immediate termination of this Agreement by the City and may result in additional fees and the loss of my rental deposit.

Key must be picked up between 9:00 am - 4:30 pm Monday-Friday at the Civic Center at 607 E. Fair Street, Kaufman, Texas 75142.

Date Key Picked Up: \_\_\_\_\_

Key must be returned the day after event.

Key# \_\_\_\_\_  
Returned? \_\_\_\_\_

Renter hereby acknowledges that failing to return the key after the event shall result in an additional \$75.00 key fee.

RENTER NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME: \_\_\_\_\_

WORK: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

EVENT TIMES INCLUDING SET UP & CLEAN UP: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

The Kaufman Civic Center reserves the right to book two half-day rentals on the same date.

**FINANCES:** Renter agrees to pay the City of Kaufman \$\_\_\_\_\_ for rental of the Kaufman Civic Center for a full day / half day / quarter day usage. (circle one) Payment in full is required at least 14 days before the event.



**DEPOSIT:** A deposit of \$250.00 (no alcohol) or \$350.00 (with alcohol) is required to ensure that the Center is cleaned and undamaged after use. The deposit is refundable if no property damage occurs and no additional cleaning is necessary. Deposit must be made on the date this Agreement is signed.

**ALCOHOL:** One of the following items **MUST** be initialed by Renter.

\_\_\_\_\_ There WILL NOT be alcohol at this event      \_\_\_\_\_ There WILL be alcohol at this event

**If alcohol will be present at the event, a licensed Police Officer MUST BE ON SITE FOR THE DURATION OF YOUR EVENT. The City of Kaufman requires four (4) officers for the first 100 guest and an additional officer for each 50 guest.**

\_\_\_\_\_ Number of officers needed  
\_\_\_\_\_ Number of hours  
\$ \_\_\_\_\_ Total cost for Security (if KPD)

**DATE CHANGES:** In the event Renter need to change the date of the rental, every effort will be made to transfer reservations to support the new date. All deposits are transferable to the new date; additional fees may apply. Renter further understand that last minute changes can impact the quality of the event and that Kaufman Civic Center is not responsible for these compromises in quality. Renter understand that if the new date they are requesting has been previously booked Kaufman Civic Center cannot transfer the reservation to that requested date.

Please initial below next to each item to signify your agreement.

1. \_\_\_\_\_ I agree that this Agreement consists of a Memorandum of Understanding, a Rental Agreement, Rental Policy and Cleaning Procedures, and a contractual agreement with a City of Kaufman police officer (if applicable). I further agree that these documents shall constitute the full and complete Agreement between both parties. I further understand that the City may make changes to the agreement documents at any time.
2. \_\_\_\_\_ I agree to abide by the Kaufman Civic Center Rental Agreement and all related agreement documents, and those rules and regulations posted at the Center, and to make all related persons, including guests of the event, aware of all such rules and regulations. If I, or related persons, fail to abide by such terms and conditions, I will forfeit my rental deposit.
3. \_\_\_\_\_ I agree to promptly pay the City for any additional charges incurred while renting a space in the Center, as more fully explained in the Rental Policy and Cleaning Procedures. Additionally, the Center reserves the right to file a police report.



4. \_\_\_\_\_ I AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF KAUFMAN, TEXAS AND THE CITY OF KAUFMAN CIVIC CENTER, FROM ANY AND ALL LIABILITY OR CLAIM OF LIABILITY TO OR BY ANY PERSON BROUGHT IN CONNECTION WITH USE OF THE CIVIC CENTER IN ANY WAY, AND I RELEASE THE CITY OF KAUFMAN, TEXAS AND THE CITY OF KAUFMAN CIVIC CENTER FROM ALL LIABILITY THEREOF.
5. \_\_\_\_\_ I agree to maintain commercial general liability policies with policy limits reasonably commensurate with the magnitude of the business risk with the City of Kaufman listed an additional insured on the policy and a waiver of subrogation in favor of the City of Kaufman. Certificates of insurance shall be provided upon request.
6. \_\_\_\_\_ I agree that my rental is not confirmed until all agreement documents and the deposit are received and accepted by a Kaufman Civic Center representative.
7. \_\_\_\_\_ I agree that to receive my deposit back for a rental cancellation, I must notify the Kaufman Civic Center representative at least 14 calendar days before the scheduled rental date. I understand that if I cancel the Agreement within 14 calendar days of the scheduled rental date, I will forfeit my rental deposit.
8. \_\_\_\_\_ I agree that the City of Kaufman may terminate this Agreement at any time for any cause or convenience.

**I, the above stated Renter, understand the Kaufman Civic Center Rental Agreement in its entirety and agree to abide by the aforementioned terms and conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Civic Center Representative: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(For occupancy over 50 and/or alcohol present)

Deposit Paid: Cash / Credit Card / Check# \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: Check# \_\_\_\_\_ Date: \_\_\_\_\_

Rental Paid: Cash / Credit Card / Check# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Security Paid: Cash / Credit Card / Check# \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_



## MEMORANDUM OF UNDERSTANDING

1. The “Center” shall refer to the Kaufman Civic Center and all property located at 607 E. Fair Street, Kaufman, TX 75142.
2. The term “Renter” includes every person (whether or not named or referred to in the Rental Agreement) who shall use the facilities of the Center by “Renters”, expressed or implied consent.
3. The Agreement consists of all documents agreed to and signed by the Renter, including, but not limited to, this Memorandum of Understanding, the Rental Agreement, Rental Policy and Cleaning Procedures.
4. Maximum attendance allowable in the Center is governed by the posted Fire Code. Standing room only: 500. With tables and chairs: 350.
5. Renter shall provide a minimum of one (1) adult per each ten (10) children for youth activities.
6. The Center facilities are entered upon by Renter in good condition. Renter shall leave the Center facilities in the same (or better) condition as upon arrival. Any damages will be charged to Renter according to the Rental Policy.
7. Renter shall not use the Center facilities unlawfully. DRUGS, AND EXPLOSIVES ARE STRICTLY PROHIBITED.
8. If alcohol is to be present, **a police officer must be on duty for the duration of the event.** The City of Kaufman requires four (4) officers for the first 100 guest and an additional officer for each 50 guest.
9. Renter will be responsible for insurance coverage for all events, as well as any additional services required for damages incurred by their event.

*The Kaufman Civic Center is part of our community. It was built for the people of Kaufman, by the people of Kaufman. Please take excellent care of it for future renters.*

### EMERGENCY CONTACTS

True Emergencies – Call 911

For facility emergencies, please call (214) 802-4933