

BELLWOOD AUDITORIUM RENTAL AGREEMENT

**710 Esplanade
Bellwood, Nebraska 68624**

APPLICANT/USER:

Name: _____

Address: _____

Telephone Number(s): _____

Driver's License No.: _____

(Copy of Driver's License will need to be provided)

List the name, address and telephone of two responsible adults who will be present at the function:

1. _____

2. _____

3. _____

Describe your event: _____

RENTAL DATE(S): _____

HOURS OF RENTAL: From: _____ To: _____

The undersigned applicant/user hereby applies for a reservation at the Village of Bellwood Auditorium for the above-listed date(s) and time(s). By signing below, applicant/user agrees that he/she is authorized to negotiate and sign this agreement on behalf of the individual, group or organization renting the facility. Applicant/user agrees that the individual, group or organization will observe the Rules and Regulations set forth below. The Village of Bellwood is not responsible or liable for any accident, injury or illness that may occur during the use of the auditorium. The Village of Bellwood is not responsible or liable for any lost, stolen or damaged property belonging to the applicant/user or any person or persons attending an event at the auditorium.

Applicant/user, as Lessee, hereby releases and shall indemnify and hold harmless the Village of Bellwood, as Lessor, its trustees, officers, employees and agents, from and against any and all claims, losses, damages, causes or actions, suits and liability of every kind, including expenses of litigation, court costs and attorney's fees, for injury to or death of any person, or for damages to any property arising out of or in connection with the Lease.

RULES AND REGULATIONS

1. Applicant/user must be 21 years of age or older.
2. Applicant/user accepts the building, its furnishings, fixtures and equipment in their present state of repair and agrees that upon the end of the rental term, the building will be vacated and surrendered in the same condition as is now in. Applicant/user is liable for the building and its furnishings, fixtures and equipment during its reserved time. All repairs and/or replacements required to return the building, its furnishings, fixtures and equipment to its present condition will be at the expense of the Applicant/user. Applicant/user must be present during the function.
3. Smoking is prohibited in all areas of the building.

4. Applicant shall not install any locks or signs without permission from the Village Clerk.
5. No painting may be done to the building.
6. Applicant/user shall not obstruct any portion of the sidewalks or entry/exit to the building.
7. Applicant/user shall not admit to the premises a larger number of persons than allowed by the fire code building capacity.
8. Applicant/user shall not permit animal upon the premises or permit same to be brought into the premises.
9. Applicant/user is not allowed to store property or equipment on the premises other than the hours covered by the rental agreement. The Village of Bellwood is not responsible for lost, stolen or damages property.
10. Reservations are on a first come, first serve basis. To reserve the building, the rental application must be accompanied by a \$75.00 deposit. The security deposit will be forfeited if the Applicant/user cancels within without 72 hours notice, does not show up, or does not comply with the building rules and regulations. The deposit does not apply to the rental charge, but is refundable within 14 days after the rental date, if all terms and conditions of the agreement are met.
11. The rental fee shall be \$75 per day due to the Village Clerk no less than 72 hours prior to the reservation and during normal business hours (Monday thru Friday, 8:00 a.m. to 5:00 p.m.). Partial days will be charged at a full day rate.
12. The key for the auditorium must be picked up in advance during normal business hours, Monday thru Friday, 8:00 a.m. to 5:00 p.m. At the conclusion of your event, applicant/user must return the key to the DROP BOX at the Village Utility Office, 410 Taylor Street, Bellwood, Nebraska.
13. The Village of Bellwood reserves the right to refuse service, cancel an activity and/or increase fees of deposit based on the type of function being held or on Applicant/user's past rental history.
14. Applicant/user shall not assign this rental agreement nor sublet the premises or any part thereof.
15. In the event that the Village of Bellwood determines it necessary to cancel an event due to fire, repair, weather, casualty or any other unforeseen occurrence prior to an event, the deposit will be refunded. If cancellation occurs during an event, the deposit and any unused portion of the rent shall be refunded, less any charge for damages caused by Applicant/user. If an event is cancelled by the Village due to Applicant/user's misuses of the facility, there will be no refund or deposit or rental fees.
16. Applicant/user shall comply with all laws, statutes, ordinances and regulations of the United States, the State of Nebraska and Village of Bellwood. Applicant shall obtain and pay for all required permits and licenses.

Applicant/user states that he/she has read this Agreement and the Rules and Regulations of above and agrees to abide by them.

Applicant/User _____ Date _____

Approved - Village of Bellwood _____ Date _____