

Town of Stratton
Stratton Activities Center Rental Agreement
 918 Colorado Avenue, Stratton, CO 80836

Date Agreement is Signed:	Rental Date:
Event:	Approx.# of attending:
Name:	Phone:
Address:	
Rental Start Time:	Rental End Time:
Will Alcohol be present: <input type="checkbox"/> yes <input type="checkbox"/> no explain:	
(Please allow for cleanup in your rental time. See terms below.)	

- a. Kitchen use only if included in rental agreement.
 - b. Special Event Insurance must be purchased through the town insurance carrier for events serving alcohol. **Any use of alcohol on premises w/o permit will result in forfeiture of any future use of building & ½ of your deposit.**
 - c. \$20/hour Setup fee for setup **before 4:00 p.m.** the day before the rental date. (Approved in advance).
 - d. \$20/ hour Clean-up fee for cleanup **after 8:00 a.m.** on the day after the rental date.
 - e. \$100 Full day Setup fee for setups the day before the rental date.
 - f. **\$25 Key Card Deposit**, due with Agreement, refund if Terms stated below are met.
Keys must be returned on the following business day. NO Exceptions or we will keep \$25 of your cleaning deposit.
 - g. **Cleaning/Damage Deposit**, due with Agreement, refunded if all Terms stated below are met.
- ***Rental Fees are due at least 4 weeks before scheduled event. Insurance Fees are due upon quote acceptance. Deposits are due at the signing of the Agreement so the building will be held.**

Rental Rates

	One Day	Weekly	Total
North Room	\$100.00		
North Room (Meeting only 2 hour limit)	\$50.00		
South Room	\$500.00 w/kitchen		
With Kitchen	\$50.00		
Kitchen Only	\$100.00		
Entire Building	\$750.00		

Deposit: \$ 150.00 Total Rental Cost: _____

Terms: The undersigned individual (“Renter”) does hereby make application to rent space in the Stratton Activity Center on the dates and subject to the terms hereinafter set forth in this rental agreement. This individual shall be held individually responsible for the conduct of all persons using the Activity Building during the period of use. The renter agrees to leave the building in the same condition as found at the beginning of the rental. The key card deposit will be refunded if all keys are returned on the following business day. If the key card is not returned, then the key card deposit shall be retained by the Town. The Renter shall be liable for all damage and cleaning costs for their use of the Activity Center. The cleaning/damage deposit may be returned if all conditions, terms and rules of this rental agreement are met by Renter. All or a portion of the cleaning/damage deposit may be retained by the Town if the conditions, terms and/or rules of this rental agreement are violated or if there is extra cleaning, carpet shampooing or required repairs to the Activity Center as a result of the Renter’s use of the Activity Center. If the amount of the cleaning/damage deposit does not cover the costs of the required cleaning and/or repairs, then the Town will require that the Renter pay the additional costs. **Cancellations: Rental Fees will be reimbursed in full if canceled at least 3 weeks in advance. Half rental fees reimbursed 2 weeks in advance. Under 2 weeks, no refund will be issued.**

(Please pay deposits with a separate check or cash so it may be returned to you as your refund.)

Renter’s Signature: _____