

CITY OF COLLINS
CIVIC CENTER RENTAL

RESERVATION APPLICATION

MUST BE 21 YEARS OF AGE TO RENT FACILITY AND SIGN THIS CONTRACT

ALL INFO IS REQUIRED

NAME: _____

ADDRESS: _____

PHONE: HOME: _____ WORK: _____

DRIVERS LICENSE NUMBER: _____

DATE OF EVENT: _____

START TIME: _____ END TIME: _____

PURPOSE (BE SPECIFIC): _____

PHONE (CELL) - _____ (HOME) _____ (WORK) _____

ESTIMATED ATTENDANCE: _____

DEPOSIT AMOUNT RECEIVED: \$ _____ DATE DEPOSIT PAID: _____

*****RENTAL FEE IS DUE TWO (2) DAYS PRIOR TO YOUR EVENT*****

I HAVE READ THE AGREEMENT CONCERNING USE AND CLEAN UP OF THE CIVIC CENTER. BY SIGNING THIS AGREEMENT, I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY ITEMS THAT ARE MISSING, BROKEN OR DAMAGED AND THE BUILDING MUST BE TOTALLY CLEANED AND ALL PERSONAL ITEMS REMOVED BEFORE LEAVING.

SIGNATURE

DATE

CITY OF COLLINS
CIVIC CENTER

RENTAL AGREEMENT

FEES AND REGULATIONS

HOURS AVAILABLE TO RENT: 8:00 A.M. – 12:00 MIDNIGHT

*****ALL SECURITY DEPOSITS AND RENTAL FEES MUST BE PAID BY CASH, MONEY ORDER OR CERTIFIED CHECK.*****

A REFUNDABLE SECURITY DEPOSIT OF \$300.00 IS DUE WHEN THE APPLICATION IS RECEIVED, AND IS NOT APPLIED TOWARD THE RENTAL FEE. THE RENTAL FEE IS DUE TWO (2) DAYS PRIOR TO YOUR EVENT. **CONTACT CITY HALL THE DAY BEFORE YOUR EVENT TO MAKE ARRANGEMENTS FOR THE KEY.**

RESERVATIONS FOR BUILDINGS ARE CONFIRMED WHEN SECURITY DEPOSITS ARE RECEIVED. YOUR MONEY ORDER, CERTIFIED CHECK OR CASH FOR DEPOSIT WILL BE DEPOSITED WHEN RECEIVED BY US. THE SECURITY DEPOSIT IS RETURNED AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE SERVICES, TRASH OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED. A REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE (3) BUSINESS DAYS AFTER YOUR FUNCTION FOR YOUR DEPOSIT.

THE CIVIC CENTER MAY NOT BE OCCUPIED AFTER MIDNIGHT OR BEFORE 8:00 A.M. THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP TIME.

A FEE OF \$20.00 WILL BE CHARGED FOR ALL KEYS NOT RETURNED WITHIN TIME ALLOTTED OR FOR LOST KEYS.

INSTRUCTIONS FOR RESERVATIONS

PLEASE RETURN THE RESERVATION FORM AND SECURITY DEPOSIT TO:
CITY OF COLLINS AND UPON RECEIVING THE FORM AND PAYMENT, YOUR RESERVATION WILL BE HELD AND A RECEIPT WILL BE RETURNED TO YOU.

SIGNATURE

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CITY OF COLLINS CIVIC CENTER

STATEMENT OF AGREEMENT

NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING.

***THE CIVIC CENTER IS TOBACCO FREE.**

***DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS.**

***MATERIALS SUCH AS TACKS, NAILS, STAPLES, GLUE, ETC. MAY NOT BE USED TO ATTACH DECORATIONS TO WALLS OR TABLES. NO TAPE MAY BE USED ON SHEETROCK WALLS. DAMAGE TO WALLS WILL RESULT IN LOSS OF DEPOSIT AND POSSIBLE ADDITIONAL FEES.**

***NO SPRAY GLUE, NO CONFETTI, BOTTLED BUBBLES, SMOKE MACHINES, SPRAY GLITTER, SPRAY PAINT OR ANY TYPE OF AEROSOL ADHESIVES WILL BE ALLOWED IN THE FACILITY.**

***CHANGING THE APPEARANCE OF THIS BUILDING OTHER THAN NORMAL DECORATING IS NOT PERMITTED.**

***IT IS THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE FACILITY TO INSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.**

THIS INCLUDES:

***PLACE GARBAGE OUTSIDE KITCHEN ON THE PATIO, SWEEP ALL FLOORS AND CLEAN THE KITCHEN WITH THE CLEANING SUPPLIES PROVIDED.**

***TURNING BACK THE THERMOSTAT TO 78 DEGREES IN SUMMER MONTHS AND 70 DEGREES DURING WINTER MONTHS BEFORE LEAVING.**

***UPON EXITING THE BUILDING BE SURE ALL LIGHTS ARE TURNED OFF AND IT IS LOCKED AND SECURED.**

THE CITY OF COLLINS POLICE RESERVE THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT AND THE CITY RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.

THE KEY TO THE FACILITY MUST BE RETURNED TO THE COLLINS CITY HALL BY NOON THE NEXT BUSINESS DAY UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

THE APPLICANT AGREES TO INDEMNIFY AND SAVE HARMLESS THE CITY OF COLLINS AGAINST ALL COSTS, ACTIONS, CLAIMS AND DEMANDS, WHATSOEVER THAT MAY RESULT FROM THE ACTIVITIES OF THIS EVENT.

SIGNATURE

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CITY OF COLLINS

CIVIC CENTER

1. **WEDDING AND OR RECEPTION- \$600.00** (RENTAL FEE INCLUDES EVENING BEFORE)
2. **SCHOOL PROM- \$600.00** (RENTAL FEE INCLUDES EVENING BEFORE) REQUIRED SECURITY OFFICER AT **\$25.00/HR** TO BE PAID BY RENTER
3. **AUDITORIUM- \$400.00 (ALL DAY RENTAL)**
4. **SMALL GROUP FOR HALF DAY RENTAL- \$300.00** ADDITIONAL HOURS \$50.00/HR
5. **DEPOSITS: ALL DAY---- \$300.00**
HALF DAY---- \$150.00
IF BUILDING IS NOT CLEAN, DEPOSIT WILL NOT BE REFUNDED.
6. **BUILDING AVAILABLE FOR RENT 7 DAYS A WEEK.**
TYPES OF EVENTS THAT CAN BE HELD:
 - WEDDINGS
 - RECEPTIONS
 - PROMS
 - CONCERTS
 - BALLS
 - CHRISTMAS PARTIES
 - MEETINGS (NO DEPOSIT REQUIRED)
 - HEALTH SCREENINGS (NO DEPOSIT REQUIRED)
 - THEATER PRODUCTIONS
 - PAGEANTS
 - GUN SHOWS
 - REUNIONS

DEPOSIT AND RENTAL FEES PAYABLE BY CASH, MONEY ORDER OR CERTIFIED CHCK.

DEPOSIT REQUIRED IN ORDER TO RESERVE DATE. RENTAL FEE DUE 2 DAYS PRIOR TO EVENT.

LONG-TERM RENTAL AVAILABLE UPON APPROVAL WITH BOARD OF ALDERMEN.

CIVIC CENTER CAPACITY- 494
TABLES/ CHAIRS TO SEAT- 250
10 OBLONG AND 30 ROUND TABLES