

**CITY OF COLLINS**  
**CIVIC CENTER RENTAL**  
**3220 HWY 49**

**RESERVATION APPLICATION**

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

**ALL INFO IS REQUIRED**

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

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

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

DRIVERS LICENSE NUMBER: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PURPOSE (BE SPECIFIC): \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

**WILL YOU BE USING THE SOUND SYSTEM: YES OR NO**

**WHO WILL BE RESPONSIBLE FOR USING THE SOUND SYSTEM: \_\_\_\_\_**

**OFFICE USE ONLY**

DEPOSIT \$ \_\_\_\_\_ DATE DEPOSIT PAID: \_\_\_\_\_ CA CH CC MO REC# \_\_\_\_\_

RENTAL \$ \_\_\_\_\_ DATE RENTAL PAID: \_\_\_\_\_ CA CH CC MO REC# \_\_\_\_\_

**\*\*\*RENTAL FEE IS DUE THREE (3) DAYS/72 HOURS PRIOR TO YOUR EVENT\*\*\***  
**IF YOUR RENTAL FEE IS NOT PAID BY THE DEADLINE, YOUR EVENT**  
**WILL BE REMOVED FROM THE CALENDAR**

**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

**THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP.  
A FEE OF \$150 IF BUILDING IS OCCUPIED AFTER MIDNIGHT.  
BUILDING INSPECTED AT MIDNIGHT BY COLLINS POLICE OFFICER.**

**\*\*\*ALL SECURITY DEPOSITS AND RENTAL FEES MUST BE PAID BY CASH, MONEY ORDER,  
CREDIT CARD 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 THREE (3) DAYS/72 HOURS PRIOR TO YOUR EVENT. IF YOUR RENTAL FEE IS NOT PAID BY THE DEADLINE, YOUR EVENT WILL BE REMOVED FROM THE CALENDAR.**

**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.

RESERVATIONS FOR BUILDINGS ARE CONFIRMED WHEN SECURITY DEPOSIT IS RECEIVED. A REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE (3) BUSINESS DAYS AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE SERVICES, TRASH OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED. **DEPOSIT REFUND CHECKS CAN ONLY BE GIVEN OUT TO THE PERSON WHO SIGNED THE RENTAL AGREEMENT. IF YOU ARE UNABLE TO PICK UP YOUR REFUND CHECK, IT WILL BE MAILED TO THE ADDRESS PROVIDED.**

IF REQUESTED, THE CITY OF COLLINS EMPLOYEES CAN SET UP TABLES AND CHAIRS FOR A FEE OF \$100.00 AND TAKE DOWN TABLES AND CHAIRS FOR A FEE OF \$100.00.

**CONTACT CITY HALL THE DAY BEFORE YOUR EVENT TO MAKE ARRANGEMENTS FOR THE KEY. THE KEY TO THE FACILITY MUST BE RETURNED TO THE COLLINS CITY HALL (DROP BOX) OR COLLINS POLICE STATION BY 12:00 A.M. THE NIGHT OF THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.**

**A FEE OF \$25.00 WILL BE CHARGED FOR ALL KEYS NOT RETURNED WITHIN TIME ALLOTTED OR FOR LOST KEYS. A FEE OF \$25.00 WILL BE CHARGED IF MICROPHONES ARE NOT RETURNED WITH THE KEY.**

**THE APPLICANT WHO SIGNS THE RENTAL AGREEMENT ASSUMES RESPONSIBILITY FOR THE ACTIONS OF THOSE PRESENT AT THE CIVIC CENTER DURING THE RENTAL TIME STATED ON THE AGREEMENT. ANY APPLICANT GRANTED USE OF THE CENTER MAY NOT ASSIGN HIS/HER RENTAL TIME TO ANOTHER PERSON, GROUP OR ORGANIZATION.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# CITY OF COLLINS CIVIC CENTER

## STATEMENT OF AGREEMENT

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

**NO TAPE, TACKS, NAILS, STAPLES, GLUE, ETC. MAY BE USED TO ATTACH DECORATIONS TO WALLS OR TABLES.**

**NO DECORATIONS MAY BE HUNG FROM THE CEILING.**

**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 ENSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.**

**FOUR (4) TRASH BAGS FOR THE TRASH CANS WILL BE PROVIDED. IF NEEDED RENTER PROVIDES ADDITIONAL TRASH BAGS.**

**PLACE GARBAGE OUTSIDE KITCHEN ON THE PATIO, SWEEP ALL FLOORS, CLEAN THE KITCHEN, AND MOP THE FLOORING AREAS AS NEEDED WITH **WARM WATER ONLY.****

**THERMOSTAT IS ALREADY SET AND CANNOT BE CHANGED.**

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

**THE CITY OF COLLINS POLICE OR FIRE CHIEF 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.**

**DO NOT BLOW OUT THE PILOT LIGHT ON THE STOVE.**

**NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING.**

**THE CIVIC CENTER IS TOBACCO FREE.**

**THE APPLICANT SHALL INDEMNIFY AND HOLD THE CITY OF COLLINS AND ALL ITS EMPLOYEES, AGENTS, REPRESENTATIVES OR GOVERNING AUTHORITIES OF AND FROM ANY AND ALL LIABILITIES, CLAIMS AND JUDGEMENTS OF ANY NATURE, INCLUDING DAMAGE OR LOSS OF PROPERTY, INJURY TO PERSONS (INCLUDING DEATH), OR ANY OTHER LOSS, DEMAND, LIABILITY OR EXPENSE CAUSED BY OR IN CONNECTION WITH THE APPLICANT.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# **CITY OF COLLINS – PUBLIC FACILITIES**

## **KITCHEN USE AGREEMENT**

### **COLLINS CIVIC CENTER KITCHEN USE & COOKING POLICY:**

The Civic Center Kitchen is a “Preparation Kitchen Only” and is not intended for full food service cooking. The use of additional cooking devices; including countertop fryers, countertop grills or other similar devices is not allowed. There shall be no cooking of any kind inside the main room of the civic center. There is to be NO FRYING whatsoever inside the kitchen. All frying or grilling must take place outside in the approved concrete area, or offsite. The use of food warmers or chaffing dishes is allowed but they must be supervised throughout the entirety of their use.

### **COLLINS TRAIN DEPOT KITCHENETTE & COOKING POLICY:**

The Train Depot Kitchenette is a “Food Preparation Area Only” and is not intended for cooking of any type. All food must already be cooked, and the kitchenette is for the serving & final preparation use. The use of any additional cooking devices, other than the provided microwave is prohibited; countertop fryers, countertop grills, griddles or other similar devices is not permitted. The use of coffee makers is allowed. The use of food warmers or chaffing dishes is also allowed but they must be supervised throughout the entirety of their use.

**NOTE:** The Fire Chief or Police Chief of the City of Collins, or their designees reserve the right and are permitted to enter any City of Collins Facility during any events to ensure that all policies are being followed and that renting party is within compliance with this agreement. If found out of compliance the City of Collins reserves the right to end the event immediately with no refund to the renter.

The renting party agrees to abide by all listed policy rules by signing below.

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***Signature of Renter***

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**Date**

# CITY OF COLLINS CIVIC CENTER

**THE CITY MAY REQUIRE A LICENSED SECURITY OFFICER AND LIABILITY INSURANCE BASED ON YOUR TYPE OF EVENT AND NUMBER OF ATTENDANCE. PROOF OF SECURITY AND LIABILITY INSURANCE MUST BE PROVIDED 3 DAYS BEFORE YOUR EVENT. THERE SHALL BE NO DOOR CHARGE UNLESS APPROVED.**

## **BUILDING AVAILABLE FOR RENT 7 DAYS A WEEK.**

TYPES OF EVENTS THAT CAN BE HELD:

- CHRISTMAS PARTIES
- REUNIONS
- HEALTH SCREENINGS (NO DEPOSIT REQUIRED)
- THEATER PRODUCTIONS
- PAGEANTS
- ❖ **LIABILITY INSURANCE REQUIRED FOR THE FOLLOWING:**
  - GUN SHOWS
  - CONCERTS
  - CIRCUS

- |    |   |                         |                        |
|----|---|-------------------------|------------------------|
| 1. | <b>WEDDING AND OR RECEPTION (INCLUDES EVENING BEFORE)</b> |                         |                        |
|    | <b>DEPOSIT</b>  | <b>\$300.00</b>         | <b>RENTAL \$750.00</b> |
| 2. | <b>SCHOOL PROM (INCLUDES EVENING BEFORE)</b>              |                         |                        |
|    | <b>DEPOSIT</b>  | <b>\$300.00</b>         | <b>RENTAL \$750.00</b> |
| 3. | <b>BALLS/DANCES (INCLUDES EVENING BEFORE)</b>             |                         |                        |
|    | <b>DEPOSIT</b>  | <b>\$300.00</b>         | <b>RENTAL \$750.00</b> |
| 4. | <b>AUDITORIUM</b>   | <b>DEPOSIT \$300.00</b> |                        |
|    |   | <b>RENTAL \$400.00</b>  |                        |
| 5. | <b>MEETINGS</b>   | <b>DEPOSIT \$150.00</b> |                        |
|    |   | <b>RENTAL \$300.00</b>  |                        |

**\*\*\*TO PICK UP THE KEY AT 4:00 P.M. THE DAY BEFORE IS A FEE OF \$100.00\*\*\***

**DEPOSIT AND RENTAL FEES PAYABLE BY CASH, MONEY ORDER, CREDIT CARD OR CERTIFIED CHECK. DEPOSIT REQUIRED IN ORDER TO RESERVE DATE. RENTAL FEE DUE 3 DAYS/72 HOURS PRIOR TO EVENT. LONG-TERM RENTAL AVAILABLE UPON APPROVAL WITH BOARD OF ALDERMEN.**

### **CIVIC CENTER CAPACITY**

**TABLES & CHAIRS UTILIZED.....284 MAXIMUM**  
**CHAIRS ONLY UTILIZED.....500 MAXIMUM**

**TABLES.....10 OBLONG AND 20 ROUND**  
**CHAIRS.....383**

# EQUIPMENT SIGN-OUT FORM

I, \_\_\_\_\_ am responsible for all equipment that is checked out in my name and fully understand and agree to adhere to the City of Collins equipment check out policies. I understand any damage, lost, or misplaced equipment will forfeit my deposit. I further agree to repair or replace lost or damaged equipment.

\_\_\_\_\_ Wireless Microphones

\_\_\_\_\_ Microphones and Cords

## CHECK OUT:

# Of Items: \_\_\_\_\_ Checked Out By: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECK IN:

# Of Items: \_\_\_\_\_ Checked Out By: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN MICROPHONES TO THE COLLINS POLICE DEPARTMENT**