

CITY OF SABETHA EVENT CENTER ONE-DAY LEASE AGREEMENT

The Lessee acknowledges that the agreement has been read and understands the conditions of the agreement for rental of the Sabetha Event Center.

Name of Lessee: _____

Address: _____

Phone: _____

Rental Date: _____

Rental Times: _____ to _____

Type of Function: _____

Payment: There is a \$250.00 deposit due to reserve your date. This is also a damage deposit. The \$250.00 will be returned to Lessee after the event, if there is no damage and the facility has been cleaned. Lessee will be held responsible for damages occurred during your rental. Lessee understands that the Event Center will be cleaned after use and all tables and chairs will be returned to their storage area. Bathroom and all other trash will be collected and placed outside in dumpster.

If you cancel 30 days or more before your event, the deposit will be returned to you. If you cancel less than 30 days before, your deposit will not be returned to you.

Included in rental: Kitchen space, trash bags, bathroom supplies, 500 padded folding chairs, 100 tables with a 5' diameter that will seat 8, plus eleven 8' x 30" tables.

The fee for a One-Day Lease is \$150.00 per day, which is due on or before the day of your function, when picking up the keys. Single day rentals are not allowed access until the date of the event.

Deposit paid on _____

Daily Fee amount and date of payment: _____

Lessee Signature _____

Employee: _____

Deposit returned: _____