

Morton County Civic Center  
400 E. Orchard PO Box 1269  
Elkhart, KS 67950  
620-697-2525

Rental Agreement

Date: \_\_\_\_\_

This agreement, entered into on the date listed above, is a rental agreement between Morton County, Kansas, party of the first part, and hereinafter referred to as "County", and the Renter as listed below, party of the second part, and hereinafter referred to as "Renter". This agreement is for the rental of the Morton County Civic Center facilities as described hereinbelow for the date and times stated herein. All of the terms and conditions described herein as typed, written, or otherwise written into the provided blanks shall be part of this agreement and binding upon the parties hereto.

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone #: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Set-up Date: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Clean up Time: \_\_\_\_\_

**ALL FUNCTIONS SHALL CLOSE NO LATER THAN 12:00AM**

Tables and chairs are included in the rental fees

Conference Rooms Private Function – No Alcohol

- Conference Room A \$35/day & \$45 deposit
- Conference Room B \$35/day & \$45 deposit
- Conference Rooms A&B \$50/day & \$90 deposit

Conference Rooms for Profit Event and/or Serving Alcohol

- Conference Room A \$60/day & \$90 deposit
- Conference Room B \$60/day & \$90 deposit
- Conference Rooms A&B \$100/day & \$90 deposit

Event Hall: Private Function – No Alcohol

- Event Hall \$175/day & \$250 deposit (Morton County Resident)
- Event Hall \$240/day & \$250 deposit (Out of County Resident)

Event Hall for Profit Event and/or Serving Alcohol

(This includes any event charging admittance, selling tickets; Examples: Concerts, dances, fundraisers)

- Event Hall \$350/day & \$1,000 deposit (Morton County Resident)
- Event Hall \$500/day & \$1,000 deposit (Out of County Resident)

Kitchen

- Full use (food is cooked on site w/clean up) \$100/day & \$250 deposit
- Prep/Catering (used for serving area only) \$70/day & \$100 deposit

### Users Fees and Deposits

Date	Payment Amount	Remaining Balance Due	Receipt Number

It is agreed that the Renter will pay the herein described user fees & deposits.

Deposit Total due: \$

User Fees Total due: \$

Date	Payment Amount	Remaining Balance Due	Receipt Number

A minimum of \$50.00 payment on the deposits will be required to reserve the date requested.

All deposits and user fees must be paid at least 14 days before the event takes place.

Deposits - less deductions - if any, will be refunded.

If damages and/or other charges exceed the deposit amount, Renter will pay the excess within 15 days of the mailing of the notice of amount due.

Renter may set up the day prior to the event at a designated time (if building is not in use).

The Morton County Civic Center agrees to authorize and the Renter agrees to use the above premises for the following purpose: \_\_\_\_\_

It is agreed that the presence and/or consumption of alcohol and/or beer **WILL//WILL NOT** be allowed at this event. (Circle one). The civic center parking lot is part of the property and is covered

by the allowance or disallowance of alcohol use as agreed herein.

Applicant agrees to the following statement:

By signing below, I certify that I fully understand and agree to be bound by all requirements stated in this contract.

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Print Applicant Name

Phone Number

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Applicant Signature

Date

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Morton County Civic Center Staff

Date

**The Morton County Civic Center staff reserves the right to accept or rescind any or all requests for use of the facility.**

1) Authorized Use:

- a) **It is agreed that when beer/alcohol is authorized on the premises**, it will only be allowed to be consumed in cans or from kegs. Alcoholic beverages may only be served in a pre-authorized area — to be offered to guests free of charge. **NO GLASS BOTTLES.**
- b) No dance wax will be allowed on the floor.
- c) No tape on doors, walls, floors, tables or chairs etc.
- d) SMOKING/VAPING IS PROHIBITED INSIDE THE MORTON COUNTY CIVIC CENTER**
- e) Staff is permitted to take photos of the event for intent of showcasing the versatility of the venue and will not cause disruption to event. Photos may be shared to social media outlets unless specifically declined by party.**
- f) Pets such as dogs and other animals are not allowed inside the building.**

2) Damages and Agreements to Hold Harmless

- a) The renter shall be responsible for any damage and for injury occurring to persons and/or Civic Center property, which is connected to Renter's use. Renter agrees to hold the Civic Center harmless for any damages and/or injury occurring to persons and/or property/electrical systems, whether intentionally or negligently caused, occurring in connection with the Renter's use of the building and/or grounds. Anyone found vandalizing the building/property will be prosecuted criminally.

3) Liquidated Damages for Unauthorized Presence and/or consumption of any Alcohol

- a) In the event that unauthorized use of any alcohol occurs in the building during the Renter's use, the Renter will be assessed an additional fee of \$300 and a \$1,000 fine**

4) Rules for Use and Clean up

- a) Building is to be cleaned at the close of the event, unless other arrangements are made with the building staff. Parking lots and outdoor grounds are to be cleaned by the following morning.

- b) Restrooms are to be monitored by the renter during the event. Periodic clean up is to be done throughout the event. (Pick up trash, empty trash to outside dumpsters, clean up and major spills/accidents, notify building staff if repairs or replenishments are needed).
- c) Be sure to leave building in the condition you found it.
- d) For Kitchen use: All dishes must be washed and put away, appliances and surfaces wiped down. Trash taken to dumpster behind the building. Food must not be left in refrigerator or taken home in Civic Center's pan/containers.

There may be a charge for the use of County buildings or property. Users are required to remove all materials associated with the event upon completion. The County Attorney may require a Certificate of Insurance for the described event. If so, a copy must be attached to this agreement. User agrees to indemnify and hold the County, and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and cost of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the County, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the County for all damages caused to facilities resulting from user's activities.

## **Morton County Civic Center** **CLEAN UP INSTRUCTIONS**

Cleaning products, brooms, mops and vacuum will be provided.

1. Wipe down tables, chairs & windows in rooms used as well as lobby area.
2. Sweep excess trash from floors/rugs with dust mops / broom /vacuum. Mop spills if necessary.
3. If using the Kitchen, all appliances, equipment, dishware & utensils, and all work areas must be cleaned and sanitized. Instruction on use of dishwashing equipment will be given.
4. Check restrooms for cleanliness and for any damages. Wipe down countertops, clean mirrors, check toilets and remove trash.
5. Remove all trash and place in dumpsters in back of building.
6. Check all parking lot areas and all-around building for trash.
7. Please DO NOT take food home in our pans or containers.
8. Place used towels in basket near refrigerator in kitchen.

9. Please leave the building & property in the condition you found it, otherwise your deposit may be non-refundable.

If in doubt about anything, contact our staff:

Barbie: 620-360-3549

Staci:

Renters Signature \_\_\_\_\_ Date: \_\_\_\_\_