



Submit completed agreement to:
 Convention Center
 PO Box 751
 Elk City OK 73648
Email:
 brewerj@elkcity.com
Telephone: 580.225.0906
Office Hours: 9am - 5pm, M - F

Facility Rental Application

Section 1 - /Event Holder Information

Name/Organization (RENTER)			
Contact Person			
Phone#			
Address	City:	State:	Zip:
E-mail			

Section 2 - Event Information

Event Type	
Event Date	
Arrival Time	
Departure Time	

Section 3 - Facility Information (Check All Areas that Apply)

Main Hall	
Barn	

Section 4 - Additional Information

Alcohol* <input type="checkbox"/> Yes <input type="checkbox"/> No	AV Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No
*If no, this contract cannot be amended to add alcohol seven (7) business days prior to the event start date.	Sound System <input type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICE USE ONLY

Security Deposit: \$ _____ Date Paid: _____ Check#: _____ Cash _____ Receipt#: _____

Setup Fee: \$ _____ Date Paid: _____ Check#: _____ Cash _____ Receipt#: _____

Rental Fee: \$ _____ Date Paid: _____ Check#: _____ Cash _____ Receipt#: _____

CC transaction# _____

ELK CITY CIVIC CENTER
Facility Rental Agreement

Please provide your initials to the left of each section below to acknowledge that you have read, understand and agree that you will adhere to and comply with the following:

_____ **TERMS AND CONDITIONS:** The undersigned hereby makes application for use of Elk City Civic Center facilities and certifies that the information in the agreement is correct. The undersigned agrees to exercise the utmost care in the use of the facilities and the surrounding property, and to hold the City, its employees and staff, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The undersigned is responsible for conveying all information, policies, and procedures to all parties involved in event.

_____ **DEPOSIT:** Payment of One Hundred Fifty Dollars (\$150) for security deposit must be paid in advance for confirmation of calendar booking. Security deposit will be refunded if facilities are cleaned and undamaged according to agreement of responsibility.

_____ **FURNITURE AND EQUIPMENT:** Users of Elk City Civic Center will be responsible for replacement of any item(s) broken, damaged or missing with one of identical or of equal value or by reimbursing the Elk City Civic Center for estimated value of the item(s). A charge will be made for any damage above the \$150.00 security deposit to furniture or equipment, or structure which might occur as a result of use.

_____ **RESPONSIBILITIES:** Upon leaving, dispose of all decorations & trash that have fallen on floor; wipe up spills from any surface; carry all trash out and place in dumpster. No food, drink, or decorations should be left in the facility. Outside doors are to be locked.

_____ **SECURITY OFFICERS:** A security officer is required for all functions serving beer, wine or liquor regardless of number of guests. City of Elk City will provide necessary security officers at the event holder's expense at a fee of \$25 per hour per officer. When officers are required, event holder must retain them from the beginning of the event time until the end of the event holder's rental time. When a security officer is scheduled, rental times may not be altered less than 24 hours prior to the event.

_____ **Fryer/Grease/Oil:** No use of fryers, grease, and oil allowed in the building or around entrances to the building.

_____ **THE CITY STRICTLY PROHIBITS THE FOLLOWING:** The use of candles and/or any type of open flame; spraying silly string; throwing of rice, confetti or other materials in the building or on the grounds; "parking lot parties"; animals of any kind in Civic Center with exception of dog show and for physical assistance; smoking in a City building, nudity; and drugs.

_____ **USE:** Users agree to comply with all federal, state, local and/or municipal laws, rules or regulations which affect, control or regulate the leased premises and the activities carried out therein.

Applicant Signature

Date