



Elk City Convention Center  
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Elk City Ok 73648

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## Elk City Convention Center Rental Application

Renter/Organization \_\_\_\_\_

To be used for: \_\_\_\_\_

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

Primary Contact Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Rental: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

### Equipment Information (please give quantity of each)

6' Rectangle Tables \_\_\_\_\_ Podium \_\_\_\_\_ 60" Round Tables (\$10) \_\_\_\_\_

Brown Banquet Chairs \_\_\_\_\_ Handheld/Headset Mic. \_\_\_\_\_ Projector Screens \_\_\_\_\_

Additional details: \_\_\_\_\_

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### Office Use Only

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Additional Fees: \_\_\_\_\_

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# Elk City Convention Center

## RENTAL AGREEMENT

### \_\_\_\_\_ 1. TERMS AND CONDITIONS

The **undersigned** hereby makes application for use of Elk City Convention Center facilities and certifies that the information in the application 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 **applicant** agrees to adhere to all rules and regulations on this form.

### \_\_\_\_\_ 2. RESERVATIONS

In order to reserve the facility, all of the security deposit must be paid and application submitted.

### \_\_\_\_\_ 3. FEES

The event fee and all other rental charges must be paid in full prior to picking up the key.

### \_\_\_\_\_ 4. SECURITY DEPOSIT

Events with 200 or more guests will require a security deposit of \$1,500. Events with under 200 guests will require a \$500 deposit. If no damages occur and no excessive cleanup is performed, this deposit will be refunded.

Damage to facilities, equipment, or accompanying grounds will result in the forfeiture of security deposit and may result in prohibition of future use of facilities.

The security deposit shall be used to repair, replace or pay for any property that is damaged or destroyed by the **occupant or event coordinator** or any patron, participant or invitee at the event. If there has been damage, it will be subtracted from the security deposit. If the amount of damage is greater than the security deposit, the client listed on this **rental application** will be invoiced accordingly and agrees to be responsible for the payment of any damages incurred during said event. The security deposit will be applied towards excessive cleaning required by the event.

The Director will perform a walkthrough with the applicant prior to the day of the event, noting existing conditions of concern on the premises. Director will perform a walkthrough after the event to ensure that no damage has occurred.

Security Deposit must be paid with credit card.

### \_\_\_\_\_ 5. CLEANING

The **applicant** is responsible for cleaning. The premises must be left in the same condition or better condition as the time at which the rental period began. All cleaning must be done immediately after the event. Please see Page 4 of Rental Agreement for cleaning checklist.

### \_\_\_\_\_ 6. THE ELK CITY CONVENTION CENTER STRICTLY PROHIBITS THE FOLLOWING:

The use of candles and/or any type of open flame; smoke machines, glitter, the throwing or pitching of any substances such as natural flower petals, rice, birdseed, Silly String, confetti or other materials in the building or on the grounds; "parking lot parties"; animals of any kind in a City building – unless approved by the Director; smoking in City building; nudity; drugs; and alcoholic beverages of any kind on City

property. The use of fireworks is prohibited inside, outside or anywhere on the facility's property. A reduction of the Security Deposit will be charged if **occupant or event coordinator** fails to comply with this policy. The City reserves the right to require monitoring during events, which may require security or staff presence.

#### **\_\_\_\_\_ 7. SET-UP AND DECORATIONS**

The Elk City Convention Center provides tables and chairs, which will be set up before the rental begins. A layout plan for tables and chairs must be done no later than 3 weeks prior to the event. Table and chair layouts cannot be changed by the **occupant**. Please ask for assistance at the beginning of setup period to move tables and chairs.

Tape should not be placed on tables, chairs, walls, poles, doors, drapes, etc. Any tape used needs to be approved by facility director. A high quality, transparent tape (such as Scotch 3m tape) may be used to hang signs on GLASS surfaces.

No items may be hung, attached, or suspended from the walls or ceilings without permission from the Facility Director. Magnetic Hooks for ceiling are allowed. The use of nails, staples or other destructive implements is strictly prohibited. Additional fees may apply. **Renter** is responsible for cleaning up any items related to decorating the facility.

#### **\_\_\_\_\_ 7. KITCHEN USE**

The kitchen in the Convention Center – which includes a range, ovens, grill, ice machine for drinks, tea & coffee machines and refrigerator/freezer – is available for your use. Ten-pound icebags available upon request at \$1 per bag. The Convention Center does not provide cookware, dishes, or utensils.

#### **\_\_\_\_\_ 8. HOURS OF RENTAL**

You may pick up a key at 4pm the day before your scheduled rental period begins. Setting up the day before the rental date is not permitted unless renter has paid the set-up day fee of \$125.

The **renter**, its guests, music equipment, catering equipment, and possessions must be removed from the Convention Center by midnight of last date rented.

#### **\_\_\_\_\_ 9. FRYER/GREASE/OIL**

No use of fryers, grease and oil allowed in the building or around entrances to the building.

#### **\_\_\_\_\_ 10. HOLD HARMLESS**

The Elk City Convention Center users and guests shall hold the City of Elk City free and harmless from any claim, demand or right of action arising by reason of occupancy of the premises including, but not limited to, any claim or demand arising from an incident, accident or occurrence within the premises which is under the control and possession of the **lease agreement**.

#### **\_\_\_\_\_ 11. 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.

**I have read the Elk City Convention Center Rental Agreement and understand that it is my responsibility to comply with these policies and procedures. If I am unable to comply, I understand that my event may be canceled or shutdown and/or my security deposit may be forfeited.**

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Lessee signature

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Date

# Cleaning Checklist

## **TO RECEIVE A DEPOSIT REFUND THE CHECKLIST MUST BE COMPLETE**

Decorator/Occupant/Event Coordinator is responsible for removing all decorations, personal belongings and equipment not owned by the City of Elk City. The facility shall not be held responsible for articles left on premises.

Prior to vacating the rented space, Renter must complete the following checklist:

- Take out all garbage including bathrooms and kitchen and place in the designated receptacles located outside.
- Flush all toilets & urinals. Plunger is in handicap stalls if needed.
- Remove all decorations from the premises
- Dispose of all decorations and trash that have fallen on the floor
- Dustmop main hall floor
- Mop up all liquid and food spills from the floor
- Remove any tape
- Throw away any trash in parking lot and by front entrance
- Check and lock all doors before exiting and turn off all lights
- Leave key in drop box located by east walk-through door or drop box located on the outside by front office door.