Seven Hills Community Recreation Center
Facility Rental Contract

The following rules and regulations govern the rental of the Seven Hills Community Recreation Department:

1. Room rentals are subject to availability. Reservations will be taken on a first-come, first-served basis no more than 180 days before and no less than 14 days prior to the event. Potential reservations may be taken over the phone, but are not secured until a deposit has been secured and our contracts have been signed.
2. A deposit equal to one hour rental fee is due at the time of booking via Visa or MasterCard. The credit card will not be charged unless the payment is not received 30 days prior to the event. The renter reserving the facility must remain on the premises for the duration of the rental. Rental applicants are responsible for the actions of their guests at all times.
3. The Seven Hills Community Recreation Center is a non-smoking facility.
4. State Fire Laws must be observed at all times. Maximum occupancy of all Gathering Rooms is 150 persons.
5. Decorations: No ceiling decorations. No confetti or glitter. No lit candles. Please do not put tape of any kind on the windows. No push-pins or tacks in the walls. All decorations must be put up immediately before the event, as your rental may not be the only one in the facility for that day. If the room is already decorated by the City, all decorations must remain up and in-tact. Failure to follow these policies will result in loss of deposit.
6. Set-Up / Clean-Up: All rentals at the Seven Hills Recreation Center will be given one half-hour prior to the event to set-up and one half-hour following the event for clean-up. THIS APPLIES TO THE SEVEN HILLS RECREATION CENTER ONLY. If additional time is needed, it may be purchased at the room rental rate per hour.
7. Violation of policies, procedures, and/or rules will result in the forfeiture of privileges and future usage of the facility. All damaged items will be charged to the renter and applied to the credit card provided with rental application. Damages include, but are not limited to, clean up of tables, chairs, decorations, trash, extended rental time, and damage to furniture, equipment or the facility in any way.

Catering

Renters may use their own caterers. All renters will be required to contact the Front Desk Manager for delivery and kitchen use details and instructions. The kitchen is intended for warming use only and is not equipped for cooking. All caterers will use the side entrance for deliveries and kitchen access. Food items are not permitted to be delivered the night before the rental. Renters need to schedule any food preparation time into their rental time.

Clean-Up Procedures

Renters are asked to bag all trash and dispose of it in the provided dumpsters, clean all kitchen equipment, tables, chairs & rooms used. Failure to leave rental area in good condition will result in additional fees.

I have read and understand the above rules and regulations regarding the rental of facilities in the Seven Hills Community Recreation Center and agree to adhere to them while renting.

Renter's Signature _____ Date _____

Recreation Manager _____ Date _____

Rental Information Form

Welcome! We look forward to serving you and your guests. Our staff will assist you in every way possible to prepare for your event. Please review the terms and policies of this rental agreement. All reservations must be made through this agreement and must be accompanied by the appropriate deposit and rental fees. Reservations are not considered final or confirmed until full payment is received. Applicant must sign the Rental Contract and Alcohol Agreement. By signing the Contract and Alcohol Agreement, the Renter is responsible for adhering to all rules and regulations.

Reservations are not accepted more than 180 days prior to the event (excluding entire Facility Rentals) and no less than 14 days before the event, depending on availability. Credit card information serves as proof of deposit and is due at date of submitted application. Entire payment is due 30 days prior to rental. Failure to receive payment 30 days prior will result in loss of deposit (may be charged to credit card) and room will be available to other renters.

Name _____ Date _____

Address _____

Contact for Rental _____ Phone (H) _____ Other _____

Date(s) of Rental _____ # of People Expected _____

Requested City Venue:

Recreation Center Gathering Rooms: □ 1 (Pool) □ 2 □ 3 (Kitchen) □ Patio

City Hall Community Rooms: □ A □ B □ C □ D Kitchen (4 hr. min.) (Security Required!)

Calvin Park Rec. Hall: □ Gym □ Kitchen □ Upstairs Room

Pavilions: □ Calvin Park □ North Park □ Valleywood Park □ City Hall

Time In _____ Time Out _____ Total Hours _____

Alcohol: □ YES □ NO (If yes, Security is required at $20 / hour – paid to Security at event)

Rental Fee Per Hour _____ Purpose of Rental _____

Total Due at Signing _____

Deposit Due _____ Received By _____

Remainder of Total Due _____ Received By _____

Method of Payment: Cash _____ Check (#) _____ Credit Card _____

I have read the above and agree that the information provided is accurate and I agree to adhere to all rules and regulations.

Renter's Signature _____ Date _____

Recreation Dept. Approval: _____ Date _____

Security Deposit Information for Rentals:

Rental Building: _____
Rental Date: _____

Please Provide Information That The Credit Card Is Billed To:

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

Credit Card Number: _____

Expiration Date: _____ V# (3-digit code on back) _____

VII HILLS

Seven Hills Recreation Department

Facility Rental Alcohol Agreement

Name (please print) _____ Date of Rental _____

Contact Phone Number _____

Please initial one:
I will ____ will not_____ have alcohol for my party at the Seven Hills Community Recreation Center.

If yes, Seven Hills Security is mandatory for the duration of the facility rental. I authorize the Seven Hills Recreation Department to arrange for Security at $20.00 per hour.

Signed _____ Date _____

Please initial: _____
I understand that cash or a check must be made out directly and presented to the individual security guard BEFORE the party begins.

I understand that if alcohol is found on the premises and no security had been arranged, I will forfeit my room deposit and the party will be asked to leave the facility immediately.

Signed _____ Date _____

Alcohol requests must be made at the time of booking to ensure security personnel.

** Any fees assessed due to returned checks will be charged to your credit card.*