

VILLAGE OF CLAYCOMO COMMUNITY BUILDING
28 SOUTH DRAKE STREET, CLAYCOMO, MO 64119
(1)

We are pleased that you have chosen our Community Building for your special event. We take pride in our facility and look forward to sharing it with you. Our building is a **non-smoking** facility that can hold as many as 300 guests.

By signing this rental agreement you are agreeing to take care of our building under the terms listed.

The building is available for your use from 7:00am to Midnight (1:00am on New Years). You will need about an hour to clean up the building, so plan your event with that in mind.

To reserve the date a \$50 deposit is required along with the completed application. Should you decide to cancel, this deposit is refundable up to four weeks prior to the reserved date. After that time no refund is possible.

All fees are due four weeks prior to your event. Make your check or money order payable to the Village of Claycomo.

The person signing this agreement must be present during the event and must be present for the inspections at the end of the event. You must be 21 years of age to enter into this agreement. Proof of residency and current state issued identification will be required in order to complete the agreement.

The day of your event the key to the community building can be checked out at the Police Department. Ring the intercom under the blue awning at the police station and an officer will meet with you. You are required to show the officer your copy of the agreement reflecting that you have paid in full. We ask that you walk through and note the condition of the building. If you have any concerns, please contact a police officer and ask them to inspect the building prior to your function.

Please note that parking is allowed for your function in the Village Municipal Building parking area only. Please make sure that your guest's park in the designated area only to avoid towing.

Decorations are welcome on the windows and tables. We do not allow signs or decorations on the walls or ceiling. Please do not use tape or tacks on painted surfaces. If balloons are used they must be secured. If a balloon gets into a ceiling fan turn it off immediately. The charge for the removal of a balloon caught in a ceiling fan is \$90 per fan.

The Village of Claycomo assumes no responsibility or liability for any loss or damages to you or your guests during this rental period. You assume full responsibility.

VILLAGE OF CLAYCOMO COMMUNITY BUILDING RENTAL AGREEMENT (2)

The following housekeeping duties are the renter's responsibility when the Village Cleaning Service has been paid for:

- Wipe down all tables used, returning them to the dollies, stacking the tables evenly between the dollies. Please do not drop the tables as this causes damage to the corners. The table dollies are stored along the far left wall.
- Wipe down all chairs and stack them twelve high. The chairs are stored in the far left closet.
- All trash, inside and out, must be picked up and bagged. The parking lot, sidewalk and landscaping must be free from debris. Outside ashtrays should be free of all trash and should not be left burning.

The following housekeeping duties are the renter's responsibility when the Village Cleaning Service has **not** been paid for:

- All trash inside and out must be bagged and taken to the gondola. Trashcans must be rinsed after they are emptied and new bags need to be put in the cans. The parking lot, sidewalk, and landscaping must be free from debris. Outside ashtrays should be free from trash and should not be left burning.
- Tables must be wiped down and all tape and decorations removed from them.
- Tables are to be placed evenly on the two dollies and stored against the far left wall.
- Chairs are to be wiped down and all tape and decorations removed from them.
- Chairs should be stacked twelve high
- Clean the window ledges, water fountains, podium and portable bar
- Wipe down all glass mirrors, windows and doors, removing spots and handprints
- Turn off the ceiling fans
- Sweep and mop all floors. Sweep the mats and place them in the entryways. Do not use detergents or cleaners. Cold, clean water works the best. Brooms, mops and dustpans are in the storage closet behind the kitchen. You must provide your own trash bags, rags to clean with and dish soap. When cleanup has been completed please wash out the mops and position them so that they will dry. Dump dirty water into the utility drain in the room behind the kitchen.
- Lower all thermostats to 56* in the winter (September through April) and turn them completely off in the summer (May through August).
- Clean appliances inside and out. Do not use automatic oven cleaner. Turn off the stove. Empty all contents out of the freezer and refrigerator.
- Wipe down kitchen counters and put away any dishes or other items used.
- Empty all trash out of the bathroom, including the hygiene disposal containers, and replace the liners.
- Flush all stools and urinals.
- Wipe down vanities and walls.

VILLAGE OF CLAYCOMO COMMUNITY BUILDING RENTAL AGREEMENT
(3)

The renter is responsible for picking up and bagging all trash in the building and the parking lot and putting away all tables and chairs. This is required with or without the cleaning services.

- Do not attempt to move the partitioned wall or podium
- Do not dump any ice, liquids or food on the sidewalk or parking lot
- If the damage and cleanup costs should exceed the deposit amount, the renter will be responsible for paying such damage costs or additional cleaning fees.
- The Village has the right to refuse or cancel any application
- If alcohol is being served, the security office will stay until the building is completely cleaned and vacated. The security officer will inspect the building with a member of your party at the end of your event.
- If you are not service alcohol, a police officer must be called to inspect the building at the end of your event. You can call 452-4614 to ask for an inspection. A member of your party must be present during the inspection. If you fail to call for an inspection you will lose your deposit. An official, who is responsible for the Community Building and is familiar with existing problems, will conduct a second follow-up inspection.

Arrival: _____ **Alcohol Consumption Begins:** _____ **Vacating:** _____

This agreement is entered into by _____, for the rental of the Claycomo Community Building, for the purpose of _____, for the date of _____.

I _____, have read and understand all of the housekeeping and cleaning requirements for the rental of the Village of Claycomo Community Building. I agree that I will leave the building in the best condition possible for the next group.

I understand that I am responsible for all damages incurred during my rental period.

I understand that if everything is in good order when I leave, I will receive my deposit within two weeks of the date of my event.

Print Name _____

Address _____

City/State/Zip Code _____

Home Phone _____ Cell _____ Work _____

Social Security # _____ Place of Employment _____

Signature

Date

Village Representative

Date

VILLAGE OF CLAYCOMO COMMUNITY BUILDING RENTAL AGREEMENT

(4)

FEES AND DEPOSITS

Deposit: (Includes the initial \$50 deposit and is returnable if everything is in good order after the inspection. Deposit refund will be mailed, expect this to take up to two weeks)

- **Damage Deposit \$250**

Rental Fee: (Employees are allowed to rent the building once a year at the \$100 rate)

- **Resident/Employee* \$100**
- **Non-Resident \$500**

Cleaning Fee: (Required for Friday and Saturday rentals and on any rental serving alcohol). Cleaning fee is optional for Sunday through Thursday if alcohol is not served. The cleaning fee covers five (5) hours of cleaning service. If additional time is required to clean the building, it will be deducted from your deposit at a rate of \$20 per hour.

- **Cleaning Fee \$100**

Security Officer Fee: (\$30 per hour, four hour minimum) Security fee is charged from the time you start serving alcohol until the end of your event

- **Security Fee \$120 base**
- **After four hours \$30 per hour additional**

Please note that a portable bar is available for your use in the Community Building. The bar must be stored in the room behind the kitchen at the end of your event. If you do not pay the fee for alcohol security and alcohol is found at your event, your function will be shut down and you will forfeit your deposit.

Rental \$ _____
Deposit \$ _____
Cleaning \$ _____
Security \$ _____ (separate check payable to the Police Association)

Total Due \$ _____

Payment Log

\$ _____ **Check #** _____ **Date** _____ **Initials** _____ **Balance** \$ _____ **Fund** _____
 \$ _____ **Check #** _____ **Date** _____ **Initials** _____ **Balance** \$ _____ **Fund** _____
 \$ _____ **Check #** _____ **Date** _____ **Initials** _____ **Balance** \$ _____ **Fund** _____
 \$ _____ **Check #** _____ **Date** _____ **Initials** _____ **Balance** \$ _____ **Fund** _____

Deposit Amount \$ _____ **Returned on** _____ **Check #** _____
By Clerk _____

VILLAGE OF CLAYCOMO COMMUNITY BUILDING RENTAL AGREEMENT
(5)

Specifications for the Claycomo Community Building

The Claycomo Community Building is a great place to hold wedding receptions, anniversary parties, birthday parties, or family reunions. The Community Building is also a great facility to rent for business meetings, seminars and training classes. Call early, weekend dates book up quickly!

- Building Address 28 South Drake, Claycomo, MO 64119
- Contact City Hall (M-F 8:00am to 5:00pm)
- Phone 816-452-5539
- City Hall Address 115 East US 69 Hwy, Claycomo, MO 64119
- Occupancy Max 300 people
- Stationary DJ stand several electrical outlets are available or this area can be Used for a wedding party head table
- Kitchen freezer for ice, refrigerator, stove available
- Tables & Chairs 3' x 8' rectangle tables seat 10, stackable chairs (no number quoted, renters are welcome to count the tables & chairs)
- Portable Bar Best used by a bartender
- Cathedral Ceiling 3 large ceiling fans
- Air Conditioned 2 separate thermostats, one on each side of the building
- Restrooms Men's & Women's, both are handicapped accessible
- Parking Approximately 60 spaces
- Handicap accessible parking, entry ramp and restrooms are handicap accessible
- Hours available 7:00am until midnight (must be out at midnight)
 - If serving alcohol a security officer (off duty Claycomo Police Officer) must be present from the time your function begins until you vacate the building. More information can be obtained from the Clerks office.
 - Marked reserved parking spaces must remain available for the Police and City Hall employees.