City of Weatherby Lake

Facility Rental Information Packet

Thank you for considering ***Weatherby Lake Community Center*** for your event. Our goal is to provide you with a wonderful facility and setting to make your event memorable. We hope this packet will help in making the rental of the facility easier by knowing what is required. If you think of more questions please do not hesitate to call or e-mail us.

When you are ready to book ***Weatherby Lake Community Center*** let us know and we will set up a time to meet with you to sign your contract.

City of Weatherby Lake Community Center Contract & Information Packet

Bonnie A. Mazza
Manager
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Email: wlakecc@gmail.com

In This Facility Rental Information Packet, You Will Find:

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City of Weatherby Lake Community Center

Rental Fees:

DAILY RENTAL FEES

	RENTAL:	DEPOSIT:
Daylight Rates Monday thru Thursday, 8am-5pm	$150.00	$200.00
Evening Rates Monday thru Thursday, 5pm – Midnight*	$150.00	$200.00
All Day Rates Monday thru Thursday, 8am – Midnight*	$300.00	$200.00
Weekend Rates Friday, Saturday and Sunday, 8am – Midnight*	$500.00	$200.00

Consecutive days discount for weekends only, Day before and/or After is an additional $300.00

***Failure to vacate the premises at the conclusion of the event, including all clean-up time, will result in an additional fee of $25.00 for every 15 minutes past your contact time.**

Those renting the facility must be in attendance for the duration of the function

PAYMENT:

Payment will be accepted by cash or check only. Credit/Debit cards are **not accepted.** A proper ID may be required if paying by check. Checks should be made payable to: The City of Weatherby Lake. There will be a $25 fee for any check returned NSF.

CAPACITY: Maximum capacity is 190 persons.

CONSECUTIVE DAYS: Consecutive "All Day" rentals for two or more days, Monday through Thursday, may be rented at Sixty Six percent (66%) of the otherwise cumulative rent due.

City of Weatherby Lake Community Center

Measurements and Specs:

Banquet Hall:

- Room is 49ft long x 30.9ft wide
- Fireplace Hearth is 9.8ft wide X 16.5in deep
- Beams & Ceiling:
    - Room has a vaulted Ceiling
    - Walls from floors to lowest side of ceiling is 8.6ft
    - 4 beams hang from the ceiling; 2 beams are set against the wall
    - (one at the fireplace wall and one at the kitchen)
    - Floor to top of beam is 9.7ft
    - From bottom of beam to highest point is 5 feet
    - Floor to highest beam is 14.7ft

Windows:

- 4 facing south towards the soccer field
- 3 facing north towards the parking area
- 2 facing west toward the playground

Sitting Room/Bar Area:

- Bar area is 8ft long and 3.5 ft wide
- Carpeted area is 28ft long x 28ft wide
- There are 3 couches, 1 square coffee table, 2 side tables and 3 sofa tables

Doorways:

- 2 sets of double entry doors in front entrance
- To Banquet Hall from storage closet is 7.2ft x 6.10ft high
- From Banquet Hall to Sitting Room/Bar Area 8ft high x 10ft wide

Pergola/Back Patio Area:

- 17ft 8in wide from building to bench
- 48.9ft long (from east to west)
- 10.3ft high
- 25 2 x 10 hang north to south
- 19 2 x 2 hang east to west

City of Weatherby Lake Community Center

Building Amenities:

For your convenience the following is provided and available for your use.

- 14 Round 60 inch tables, seating for 8
- 14 Long tables, 8ft x 3ft, seating for 8 – 10
- 13 square tables, 3ft x 3ft, seating for 4
- 150 seat chairs
- Gas fireplace
- Standard refrigerator
- Microwave
- Oven
- Dishwasher
- Large Ice Machine
- 4 tray warming/steam table
- 4 x 2 Stainless Ice Bin Cooler
- 44" flat Screen TV with HD Antenna
- Wireless Internet
- Gas Bar B Q Grill on back patio
- Playground on west side of Building
- Convenient location and ample parking onsite.

City of Weatherby Lake Community Center

Clean up Check List

- Please initial next to each item as it's completed. Please sign and date the bottom of the form.
- This will be turned in with the request for return of your deposit.
-
- **Main Hall**
- All tables and Chairs have been wiped down and are clean _____
- 9 round tables with 8 chairs at each table have been left in place _____
- Floor has been swept and mopped _____
- Carpeted Mats at doors have been vacuumed _____
-
- **Lounge/Bar Area**
- All carpeted areas have been vacuumed _____
- Items have been removed from cooler and ice left to melt _____
- All Counters have been wiped down _____
- Furniture has been put back in its original location (if moved) _____
- Coffee Tables have been wiped down _____
- Floor in bar has been swept and mopped _____
-
- **Entrance/Hallways**
- All carpeted areas have been Vacuumed _____
- Mats at door areas have been vacuumed _____
-
- **Bathrooms**
- Floors have been swept and mopped _____
- Vanity tops, faucets and mirror have been wiped off and are clean _____
- All Trash, including sanitary napkin dispensers has been removed _____
-
- **Kitchen**
- All counters have been wiped down and free of spills and dried on food _____
- All appliances have been wiped down and free of spills _____
- Floors have been swept and mopped _____
- Make sure nothing is left in the refrigerator _____
-
- **TRASH**
- All trash has been removed and placed in dumpster _____
-
- **OUTSIDE**
- All trash has been picked up and ashtrays have been emptied _____
-

Thank you for your Cooperation Management Weatherby Lake Community Center

City of Weatherby Lake Community Center

Event Rules, Regulations and Waiver

RESERVATIONS:
All reservations are based on a first come, first serve basis. A full deposit is required along with a completed, SIGNED, Rental Agreement & Waiver to confirm a date. Total payment is required two (2) months prior to rental date. Reservations may be made up to 24 months in advance (rolling 24 months). Rental Agreements are non-transferrable.

X_____
Initial

CANCELLATIONS:
The full deposit is refundable up to two (2) months prior to the rental date. NO REFUNDS THEREAFTER, unless environmental factors and/or conditions outside of the reserving person's control made it impractical for a reasonable person to have used the Community Center at the reserved time. Applications for a refund for such reason(s) should be submitted to The City of Weatherby Lake, 7200 NW Eastside Drive, Weatherby Lake, MO 64152. The City will make the determination in its sole discretion as to whether the applicant will be entitled to a refund in such situations. All refund will be issued in the name of the person signing the Rental Agreement only.

X_____
Initial

SECURITY:
Any event at which alcoholic beverages will be consumed requires the presence of a Weatherby Lake Uniformed Police Officer at a cost of $25 per hour, with a (4) hour minimum (i.e. $100.00). No alcohol is permitted to be consumed on the premises until the Police Officer arrives. The Police Officer is required to remain on duty until the building is vacated.

X_____
Initial

DAMAGE/CLEANING DEPOSIT:
A $200 refundable damage/cleaning deposit is required for all reservations. Upon conclusion of the rental event, the deposit will be refunded within a reasonable amount of time provided there are no damages to the facility and that it has been cleaned in accordance with the clean-up requirements. In the event there are damages that exceed the amount of the deposit, the renter agrees to pay the difference to reimburse the City for actual costs. In the event the renter fails to clean the facility in accordance with the clean-up requirement, the renter agrees to forfeit their deposit in an amount needed to pay an outside cleaning company to restore the facility to a usable condition at the rate of not less than Sixty Dollars ($60.00) per hour.

X_____
Initial

City of Weatherby Lake Community Center
Event Rules, Regulations and Waiver cont'd

COMPLIANCE WITH LAWS:
Renter shall comply with all laws, ordinances and regulations adopted or established by federal, state or local government agencies or bodies. X_____
Initial

INDEMNITY:
The City of Weatherby Lake is not responsible for accidents, injury or illness suffered by event participants, or loss of group or individual property. Renter hereby indemnifies and agrees to hold harmless: The City, it's agents, servants, representatives, successors and assigns from all losses, claims, damages, expenses or liabilities of whatever kind or nature, known or unknown, including payment of attorney fees and costs incurred in the defense of such claims, which the Renter or Renter's guests may allege or sustain at the facility or in connection with the Event. Renter accepts the building and equipment in "as is" condition. Renter shall be responsible for the proper conduct of any and all persons attending the event, including any damage to the facility or its furnishings. X_____
Initial

I have read the above and agree to be bound by these rules and regulations.

X_____ _____
Signature Date

CLEANING:

The facility must be returned to the order in which it was found. A form to be signed by the renter after clean up has been completed will be given along with the keys, this will be turned in for return on the Deposit

OUTDOOR PLAYGROUND AND SOCCER FIELD

The outdoor playground is included within the Community Center grounds; however, the soccer field is not. Separate arrangements must be made with the Weatherby Lake Park Board for use of the soccer field.

DECORATIONS

Hooks have been provided on the underside of the ceiling beams and under the shelf along each side of the large room to allow hanging of decorations. No hooks may be added or removed. If balloons are used they must be secured. If balloons get up into the ceiling fans, turn the fans off prior to attempting to retrieve. A step ladder is located in the storage room.

Additionally, please abide by the following:

- Do not move or interfere with the artwork located in the facility in any manner
- No smoking allowed anywhere within the facility
- No dance wax or substitutes are to be used on the floor
- No tape, nails, tacks, ticky tacky, or staples allowed anywhere in the facility.
- No pets or animals of any kind are permitted in the Community Center other than Service animals that are individually trained to do work or perform tasks for people with disabilities.
- Rice and birdseed may be used outside the premises only. (please sweep rice and or birdseed away from building and sidewalks
- Sequins and confetti are prohibited anywhere inside or outside the facility
- The fireplace is operable Please ask the manager for instructions.
  Please see the Manager.
- Please assure all lights have been turned off when you leave. (with the exception of those that are on timers)

Contract No.:_____

WEATHERBY LAKE COMMUNITY CENTER

RULES, REGULATIONS & WAIVER

Welcome to the WEATHERBY LAKE COMMUNITY CENTER. We hope you enjoy the facility and respect the premises and its contents so it can continue to be enjoyed by all. Please observe and follow these Rules and Regulations.

RENTAL RATES:	DAILY RENTAL:	DEPOSIT:
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Consecutive days discount for weekends only, Day before and/or After is an additional $300.00

*Failure to vacate the premises *within 1 hour* of the contracted time, including all clean-up time, will result in an additional fee of $25.00 for every additional 15 minutes.
Those renting the facility must be in attendance for the duration of the function. X_____
Initial

CONSECUTIVE DAYS
Consecutive "All Day" rentals for two or more days, Monday thru Thursday, may be rented at Sixty Six percent (66%) of the otherwise cumulative rent due.

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Any event at which alcoholic beverages will be consumed requires the presence of a Weatherby Lake Uniformed Police Officer at a cost of $25 per hour, with a (4) hour minimum (i.e. $100.00). No alcohol is permitted to be consumed on the premises until the Police Officer arrives. The Police Officer is required to remain on duty until the building is vacated. X_____

Initial

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All reservations are based on a first come, first serve basis. The full deposit is required along with a completed, SIGNED, Rental Agreement & Waiver to confirm a date. Total payment is required two (2) months prior to rental date. Reservations may be made up to 24 months in advance (rolling 24 months). Rental Agreements are non-transferrable. X_____
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Additionally, please abide by the following:

- Do not move or interfere with the artwork located in the facility in any manner
- No smoking allowed anywhere within the facility
- No dance wax or substitutes are to be used on the floor
- No tape, nails, tacks, ticky tacky, or staples allowed anywhere in the facility.
- No pets or animals of any kind are permitted in the Community Center other than those specially trained to aid the special needs person(s).
- Rice and birdseed may be used outside the premises only
- Sequins and confetti are prohibited anywhere inside or outside the facility
- If using the warming table, the sneeze guard must not be removed
- The beer tapper requires specific instructions for use and clean-up. Please see the Manager.
- The fireplace is operable only through the use of a remote control. Please see the Manager.
- Please assure that all lights have been turned off when you leave.

CLEANING

The facility ***must*** be returned to the order in which it was found. Please refer to the last page of this agreement [page 4] for specific requirements.

DAMAGE/CLEANING DEPOSIT

A $200 refundable damage/cleaning deposit is required for all reservations. Upon conclusion of the rental event, the deposit will be refunded within a reasonable amount of time provided there are no damages to the facility and that it has been cleaned in accordance with the clean-up requirements. In the event there are damages that exceed the amount of the deposit, the renter agrees to pay the difference to reimburse the City for actual costs. In the event the renter fails to clean the facility in accordance with the clean-up requirement, the renter agrees to forfeit their deposit in an amount needed to pay an outside cleaning company to restore the facility to a usable condition at the rate of not less than Sixty Dollars ($60.00) per hour. X_____

Initial

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Initial

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Initial

I have read the above and agree to be bound by these rules and regulations.

X_____ _____

Signature Date

Revised 1/14/2016