

**City of Hurricane**

 *JOHN HENSON SENIOR CENTER RENTAL FORM* **2800 Putnam Avenue
Phone: (304) 562-5896**

**TERMS**

John Henson Senior Center rental is $25.00 per hour **(four hour minimum)** and includes tables and chairs for approximately 40 patrons. Any other chairs and tables needed are the responsibility of the Client for rental and return. The center is not responsible for any lost, damaged, or stolen equipment. Contracts for catering must be submitted with full payment and must be executed by a caterer regulated by a local health department and currently in good standing.

Full payment for rental is due 30 (thirty) days prior to the event.

In addition to room rental, a deposit of one hundred dollars ($100) is due at the time the room is booked. Dates are not held until this deposit is paid. Deposit will be returned to Client when room is left in satisfactory condition. **DEPOSIT MUST BE PAID ON A SEPARATE CHECK.**

Keys to the facility can be picked up 1 day prior to your event at City Hall, 3255 Teays Valley Road, 8am – 4pm. Keys must be returned the day of the event in the Utility drop box at City Hall.

**CLEANUP**

Client is responsible for set up and break down of the room to original setup. Immediately following the event, Client will be responsible for cleanup, removing and properly disposing of all trash/garbage. *Please note you need to provide your own trash bags*. Please put all trash in the dumpster located out back of John Henson Senior Center.

**CANCELLATION**

In the event of cancellation more than 30 days prior to the event, deposit will be refunded in full. If cancellation is within 30 days of event the deposit will be kept by the City of Hurricane as a cancellation fee.

**SPACE RENTAL ONLY**

This agreement only entitles Client to the use of the space during the time period set forth below. Client shall be responsible for providing any catering services, contracted with a company regulated by a local health department and in good standing. Table linens, tableware, glassware, china, food preparation or food serving containers or utensils, food, beverage (non-alcoholic), entertainment, special lighting, or amplification devices are all the responsibility of the Client. Client will be responsible for providing equipment to keep foods and beverages hot/cold. Client has inspected the space and has determined it to be sufficient to Client’s needs “as is.”

Week night rentals begin at 5pm or later, please contact City Hall for details. Weekend rentals begin at 8am.

**INDEMNIFICATION**

Client shall indemnify and hold John Henson Senior Center, its operator, City of Hurricane, its directors, officers, employees, agents, and representatives from Putnam Aging (collectively John Henson Senior Center) harmless from any loss, expense, damage, claim, or cause of action arising from or as a result of Client’s rental and use of the John Henson Senior Center, including but not limited to physical injury (including death) and property damage caused by Client or Client’s guests, caterers, licensees, invitees, and agents.

**LIABILITY FOR DAMAGE**

Client shall be liable for any damage to the kitchen and the personal property of John Henson Senior Center located at 2800 Putnam Avenue caused by Client or Clients guests, caterers, licenses, invitees and agents occurring during the use of the space by the Renter.

**ITEMS *NOT* ALLOWED ON THE PREMISES**

Client acknowledges and agrees that no alcohol, tobacco, illegal drugs, or animals (except ADA animals) shall be on the premises of the John Henson Senior Center during the rental period set forth in this Agreement.

***CONFIRMATION FOR JHSC RENTAL WITH CITY OF HURRICANE***

This rental Agreement is made on: (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between: (Client Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Client Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Client Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Details:**

This event will take place on (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from (Beginning Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (Ending Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Clients:**

Date: \_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City of Hurricane Representative:**

Date: \_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit $100.00 Cash Credit Card M.O. Check # \_\_\_\_\_\_\_\_\_\_\_\_ Collected By & Date \_\_\_\_\_\_\_\_\_\_\_\_

Rental \_\_\_\_\_\_\_\_ Cash Credit Card M.O. Check # \_\_\_\_\_\_\_\_\_\_\_\_ Collected By & Date \_\_\_\_\_\_\_\_\_\_\_\_