

# GEORGE J PERRY MEMORIAL ARMORY

## RENTAL AGREEMENT

RENTER: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TYPE OF EVENT: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ DAY(S) OF WEEK \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_  
 \_\_\_\_\_

\* If alcohol is to be served or sold applicant must complete additional application. (see attached application)

<u>FEES</u>	<u>RESIDENTS</u> <u>(WITHIN CITY LIMITS)</u>	<u>NON-RESIDENTS</u>	<u>ALCOHOL</u> <u>AVAILABLE</u>
SECURITY/DAMAGE/CLEANING DEPOSIT	\$250.00	\$500.00	\$1000.00
SINGLE DAY ACCESS	\$150.00	\$200.00	\$ 250.00
TWO DAY ACCESS	\$225.00	\$275.00	\$ 325.00
THREE DAY ACCESS	\$300.00	\$350.00	\$ 400.00
EACH ADDITIONAL CONSECUTIVE DAY	\$100.00	\$150.00	\$ 200.00
WEEKDAY EVENT-HOURLY (3 MONTHS MIN)	\$ 15.00	\$ 20.00	N/A
HOURLY ( <u>weekdays only – no alcohol</u> )	\$ 25.00	\$ 40.00	N/A

ONE DAY IS DEFINED AS 6:00 AM TO MIDNIGHT. ARMORY ACCESS IS FOR THE RENTAL TIMES ONLY, REGARDLESS OF WHEN KEY IS CHECKED OUT. WALK THROUGH REQUIRED BEFORE AND AFTER AN EVENT. FEES MUST BE PAID IN 2 SEPARATE CHECKS AS FOLLOWS:

- RENTAL FEE PAID IN FULL AT THE TIME OF APPLICATION
- SECURITY DEPOSIT PAID ON THE RENTAL DATE, BEFORE KEY IS CHECKED OUT

RESERVATIONS WILL BE HELD FOR FIVE (5) BUSINESS DAYS; IF COMPLETED APPLICATION AND RENTAL PAYMENT IS NOT RECEIVED, RESERVATION WILL BE CANCELLED. ARMORY RENTALS ARE FOR THE BUILDING ONLY.

**RENTER'S RESPONSIBILITIES:** Certain events require sales tax permits, application provided at your request. Renter must be 18 years or older to rent this facility, 21 years or older if alcohol is to be available.

Renter is responsible for all guests and compliance of the rules and regulations.

Renter shall indemnify and hold harmless City from all claims of renter's guests and invitees.

A minimum of three (3) business days advance notice of cancellation must be given in order to receive a full refund. Cancellations with less than (3) business days notice will receive 50% refund.

**Building must be locked whenever renter leaves the premises. Except service animals, no animals are permitted within the building. No smoking, throwing of rice or other grains, is permitted within the building and/or grounds. No nails, screws, or fasteners may be used on the walls, ceilings, doors, or windows. The conduit and light fixtures are not to be used for hanging or supporting anything. Renter shall return the key after cleaning checklist is reviewed.** Following a satisfactory inspection (renter must be available for before and after walk through) the security deposit shall be returned. If there has been damage to the facility/property or if the cleaning is not satisfactory; the City shall repair the damage/property or clean the facility and deduct the itemized costs from the security deposit, returning the balance of deposit to renter. Additional charges will be assessed if damage to the building, property (tables & chairs, etc.) or cleaning requirements exceeds the deposit. Custodial maintenance provided by the City will be charged at \$30 per hour with a (1) one-hour minimum. Damages that exceed the amount of the security deposit will be billed within 30 days following the event. If there is damage to the premises the renter may be barred from future rental of the facility or be required to provide a larger deposit. Profane, obscene, lewd, or vulgar language, gestures, or displays are prohibited. Defamatory words or actions that harass, abuse, or threaten guests, attendees, citizens of St. Marys, or other persons in an offensive manner, or disturbs the peace of the rental facility and the community, are also prohibited.

**CITY OF ST. MARYS RESPONSIBILITIES:**

Reservations will be made through the City Offices during the regular business hours.

Key will be available to pick up **NO SOONER THAN 4:00 PM THE DAY PRIOR TO THE RENTAL.**

Key must be returned by 10:00 AM on the following business day or placed in the after hours drop box @ City Hall. Basic cleaning equipment and supplies will be provided and stored near the kitchen.

City staff will inspect the building during regular business hours prior to return of the security deposit.

\*\*\*\*\*Sporting events are not allowed\*\*\*\*\*

The City reserves the right to deny or rescind permission of use of the building to any group, organization, individual or family because of failure to comply with requirements, either previously or currently. It is the goal of the City of St. Marys to provide the building to the public at a reasonable and economical cost to its' citizens, while at the same time minimizing the amount of time required of city employees to clean up the facility following events, as well as reducing the amount of interruptions to normal City operations. Occupancy load 400, which may vary depending on building use.

Variation from or wavier of any of these rules and regulations will be considered on a case-by-case basis, only with prior approval of the St. Marys City Commission. City Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month.

I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all county, state and federal laws, city ordinances and rules and regulations governing the use of this building. It is further understood that the City of St. Marys, Kansas, its officials, officers and employees accepts no responsibility whatsoever for accidents, injuries, illness, disaster or loss to group or individual property relating to or resulting from the use of the George J Perry Memorial Armory including set up and take down. Further, I agree to indemnify and hold harmless the City from any and all liability and causes of action arising out of my use of said facility. I have read the above policy and will abide by the terms and fees set out herein.

I understand that my deposit will be returned provided **all** conditions of this agreement are met to include but not limited to over extending the time of rental, cleanup and/or damages to the building/grounds.

\_\_\_\_\_  
RENTER

\_\_\_\_\_  
CITY OF ST. MARYS REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\*\*\*\*\*

**THIS SECTION COMPLETED BY OFFICE STAFF ONLY:**

SECURITY DEPOSIT PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_ RECEIPT # \_\_\_\_ AMOUNT: \$ \_\_\_\_

RENTAL FEE PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_ RECEIPT # \_\_\_\_ AMOUNT: \$ \_\_\_\_

**RM CODE: ARMORY**

IF APPLICANT IS INSURED, LIST CITY OF ST. MARYS AS ADDITIONAL INSURED Y\_\_ N/A\_\_

Renter will perform all clean up tasks within the rental time. As the following minimum, mandatory tasks are performed, please initial when completed:

- |                                   |  |
|-----------------------------------|--|
| ____ Sweep & mop all floors       | ____ Clean stools, urinals & sinks                         |
| ____ Clean up kitchen area        | ____ Clean up ALL trash in the building and on the grounds |
| ____ Turn off all lights and fans | ____ Place trash in dumpster north of the building         |
| ____ Lock all doors/windows       | ____ Any area needing to be cleaned not listed             |
| ____ 231 chairs, 7 chair carts    | ____ 17 8' x 30" rectangle tables, 1 table cart            |
| ____ Windows on front & back door | ____ 24 72" round tables, 3 table carts                    |

Above tasks have been completed by:

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

**THIS SECTION COMPLETED BY OFFICE STAFF ONLY:**

KEY PROVIDED TO \_\_\_\_\_ @ \_\_\_\_AM \_\_\_\_PM DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ CITY REP: \_\_\_\_

INITIAL WALK THROUGH INSPECTION BY \_\_\_\_\_ AND \_\_\_\_\_

KEY RETURNED TO \_\_\_\_\_ @ \_\_\_\_AM \_\_\_\_PM DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ CITY REP: \_\_\_\_

FINAL WALK THROUGH INSPECTION BY \_\_\_\_\_ AND \_\_\_\_\_

DAMAGE FOUND: \_\_\_\_\_

BUILDING CLEANED: SATISFACTORY \_\_\_\_\_ UNSATISFACTORY: \_\_\_\_\_

SECURITY DEPOSIT: RETURNED: \_\_\_\_\_ NOT RETURNED: \_\_\_\_\_

SECURITY DEPOSIT RETURNED TO: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# George J. Perry Memorial Armory

## Application for Alcohol Use

For any GJPMA reservation that includes the serving of alcoholic beverages, the following rules and regulations must be followed:

1. The **ONLY** way alcoholic liquors or cereal malt beverages can be served at the GJPMA is for individuals who have a closed private party, wedding reception, reunion, etc. who will be serving liquor **ONLY** to their guests and **NOT** the public and do **NOT** charge their guests' admission, donations, selling tickets, etc.
2. Alcoholic liquor and cereal malt beverages cannot be advertised. It is the responsibility of applicant to be responsible for the alcoholic liquors and/or cereal malt beverages that will be provided and may obtain this service through a licensed caterer as an option. (If a licensed caterer is used then charges may be made for alcohol/cereal malt beverages.)
3. Alcoholic liquor and cereal malt beverages cannot be served to minors. Users must assume responsibility for determining age. Alcoholic liquor and cereal malt beverages **MAY NOT** be taken outside the building and cannot be accessible to the general public.
4. Users must assume responsibility to see that guests do not become intoxicated.
5. City of St. Marys personnel may be at the facility for the scheduled event.

Activity_____	Event Date_____
Applicant's Name_____	DOB_____ <i>must be 21 years of age</i>
Address_____	City _____ Zip _____
Phone (h) _____	(w) _____ (c) _____
Photo ID required – attach a copy of applicant's Photo I.D.	Event Hours_____

Is there a licensed caterer that has been contracted to serve alcohol?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list name of caterer: \_\_\_\_\_

Address\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

**State of Kansas Alcohol Permit No.**\_\_\_\_\_

**THIS TEMPORARY PERMIT MUST BE PLACED IN PLAIN VIEW ON THE PREMISES WHERE HOLDER IS SERVING OR MIXING ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGES FOR CONSUMPTION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Agent

\_\_\_\_\_  
Date