

# Coats Community Building Rental Agreement

Updated October 19, 2017

Responsible Party: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Personal Use:  Business Use:

Purpose of Rental: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web Address: \_\_\_\_\_ FB \_\_\_\_\_ TW \_\_\_\_\_ Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Deposit:** \$100 due upon booking. **Key:** Pick-up the key the day before your event, unless you event falls on Sunday in which you would pick the key up on Friday. Drop in door slot or bring back within 24 hours. Deposit is returned if the following four conditions are met:

1. Key is returned in a timely manner.
2. Building is clean and undamaged.
3. All rules are followed.
4. Rent deposit has cleared.

## **Rules:**

No alcohol or smoking is permitted anywhere on the Coats Square premises. This includes inside or outside of the Community Building, the Parking area, the Fountain area, the Gazebo, the Coats Museum, the Cotton Museum or the Chamber of Commerce Office or Porch. Deposits will not be returned if there is any evidence of alcohol or smoking on the premises.

Unsupervised children are not allowed at the museums, in the fountain area, parking area, gazebo area, CACC office or porch. Children must be supervised while on the premises. Damages due to unsupervised children will be billed directly and the deposit will be forfeited.

Do not fry any type of food in the kitchen of the Community Building.

You may use the folding tables and chairs in the Community Building. Any injury incurred due to moving or of using the tables and chairs is not the responsibility of the Community Building or the Coats Area Chamber of Commerce. Do not drag the tables and/or chairs on the floor. If the chairs and tables are not returned to storage clean and without defect the deposit will not be returned.

No tape, staples, nails or tacks are to be used on the walls or the doors. If you need to hang something use a command strip. Make sure you remove the command strips at the end of your event.

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For Office Use: ***Checks should be made payable to the Coats Community Building.***

Deposit \$100 received: \_\_\_\_\_ Signature: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Method of Payment: Cash  Card(PP)  Check  No: \_\_\_\_\_

Rent \$125 received: \_\_\_\_\_ Signature: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Method of Payment: Cash  Card(PP)  Check  No: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Deposit docked or forfeited: \_\_\_\_\_

Customer Signature: \_\_\_\_\_