



# RIVERFRONT CULTURAL SOCIETY

## Building Rental Agreement

03/01/09

1108 Olive Street - PO Box 149  
New Haven, MO 63068  
573-237-5100  
www.riverfrontsociety.com

Rental Date(s) Requested

\_\_\_\_\_

Person(s) or Organization

Contact Info

### Rental Criteria

The Riverfront Cultural Society (RCS) offers temporary building rental located at 1108 Olive Street in New Haven, MO. Rental Reserves are available for parties, meetings, dinners, receptions, workshops, classes, exhibits, and not-for-profit fund-raisers. Rental use for commercial activities may not be approved.

### Rental Fees

\_\_\_\_ All day and evening rental - \$ 125.00      \_\_\_\_ Weekday evenings (non reoccurring) - \$ 25.00  
\_\_\_\_ All day and evening rental w/ sound system - \$175.00      \_\_\_\_ Class rental evening, weekly ongoing - \$15.00

### Additional Damage Deposit

A deposit of \$100 is required for all day and evening rentals at the time of rental fee payment to be returned after the rental is left in clean and tidy condition. Damage to the sound system will result in a charge of actual repair expenses.

### Confirmation of Rental

This completed form, accompanied with deposit, rental fee and signed agreement, reserves the space you have requested unless a scheduling conflict has occurred. Agreement submission with payment must be made within 2 weeks of requested rental date. Upon signature of an RCS representative, this agreement shall be completed for rental reserve.

### Cancellation

Cancellation on a rental must be given no later than two days prior to the rental date. This amount of notice time gives RCS enough time to contact volunteers cleaning the building.

CK # _____	CASH _____	MC/VISA _____	CVV Code _____
Phone ( _____ ) _____	Credit Card # _____	Exp Date _____ / _____	

RCS will provide a clean and orderly space, orientation to the building, and access to the rental space. Available for use as part of the building rental are tables, chairs, drinking glasses, silverware, and general use of paper towel / toilet paper / soap. Kitchen utensils and appliances are also provided for use.

### Description of Rental Use

Use the space below to describe the use of the rental you are requesting.

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

*Rental Rules*

- Rental use for commercial activities may be approved except for classes and workshops. Exceptions may be considered for approval at a monthly organization meeting.
- The building is available for rental from 8:30 am to 12:00 midnight the day of the rental.
- The soundsystem is not available as part of your rental unless specified within this agreement.
- Temperate use of alcohol is permitted inside the building.
- Do not exceed building code limit of 100 persons.
- Remove bar across emergency double exit doors during your event.
- Smoking outside is required to avoid possibility of a fire during or after your event.
- Decorations or displays must not be attached to the building structure without prior approval.
- The undersigned must be at least 21 years of age and assumes legal responsibility for breakage, loss, or damage to the contents and structure of the building.
- Messages with political or religious content are prohibited from being displayed outside the building.
- Follow signage guidelines for adjusting heat or air conditioning during the rental and when closing the building.

*Cleaning & Closing the Building*

*Check List:*

- Outside area – pick up drink containers, cigarette butts, or other trash
- Do not empty ashtrays in trash receptacles. Leave these in the designated outside smoking area.
- Collect the trash from inside cans and take out to the trash pickup receptacles.
- Rinse and toss recyclables in marked containers provided located across from the restroom.
- Wipe down tables, the counter along the bar and the sinks in the building.
- If the kitchen was used for cooking or serving, clean and leave it in the original condition.
- Upon leaving, check the lights, the fans, the locks on the windows and doors, and the bathroom light/fan.
- Be sure the bar to the back double doors is in place and kitchen door is latched shut with lock chain.
- Set the thermostat back to the temperature designated for the season.
- Lock the front door from the outside with the lock box key. Replace the lock box cover with key inside the box.

*After Hours Emergency Contacts*

Contact one of these three individuals for assistance if you have a question or an emergency.

Ralph Haynes  
 573-237-2865  
[rfm@fidnet.com](mailto:rfm@fidnet.com)

Janelle Hoffmann  
 573-237-8881  
[janelle@riverfrontsociety.com](mailto:janelle@riverfrontsociety.com)

Thom Pallozola  
 314-803-7927  
[thom@flipsaudiovideo.com](mailto:thom@flipsaudiovideo.com)

I am at least 21 years of age, have read and am in agreement with the conditions outlined in this document. Failure to comply will result in the loss of rental privileges and/or deposit payment for damages to the building.

\_\_\_\_\_  
Individual Renting the Space (printed name)

\_\_\_\_\_  
RCS Organizer (printed name)

\_\_\_\_\_  
Individual Renting the Space (signature / date)

\_\_\_\_\_  
RCS Organizer (signature / date)

Payment Received \$\_\_\_\_\_

CK \_\_\_\_\_ CASH \_\_\_\_\_ MC/VISA \_\_\_\_\_