

Mendon Station Rental Agreement

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| Individual/Organization/Group Name: | Requested Rental Date: | |
| Contact Person: | Email: | |
| Address: | Water Acct. # (Mendon Residents Only): | Phone: |
| Number of Event Participants: | Beginning Time of Event: | Ending Time of Event: |

| DEPOSIT PAYMENT | DESCRIPTION – Check All That Apply | PRICE | QUANTITY | TOTAL | OFFICE APPROVAL: |
|--|--|----------|----------|-------|------------------------------|
| DEPOSIT PAYMENT | <input type="checkbox"/> Deposit for Regular Event (Mendon Resident, 0 to 8 hours) | \$50.00 | | | CHECK/ RECEIPT #: |
| | <input type="checkbox"/> Deposit for Regular Event (Non-Resident, 0 to 8 hours) | \$150.00 | | | |
| | <input type="checkbox"/> Deposit for Wedding/Reception (Mendon Resident) | \$350.00 | | | |
| | <input type="checkbox"/> Deposit for Wedding/Reception (Non-resident) | \$700.00 | | | |
| | <input type="checkbox"/> Deposit for Audio/Visual Equipment | \$150.00 | | | |
| Total Amount of Refundable Damage Deposit | | | | | |

| RENTAL PAYMENT | DESCRIPTION – Check All That Apply | PRICE | QUANTITY | TOTAL | OFFICE APPROVAL: |
|---------------------------------------|--|--------------|----------|-------|------------------------------|
| RENTAL PAYMENT | <input type="checkbox"/> Rental Payment for Regular Event (Resident, 0 to 8 hours) | \$10.00/hour | | | CHECK/ RECEIPT #: |
| | <input type="checkbox"/> Rental Payment for Regular Event (Non-Resident) | \$30.00/hour | | | |
| | <input type="checkbox"/> Rental Payment for Wedding/Reception (Mendon Resident) | \$350.00/day | | | |
| | <input type="checkbox"/> Rental Payment for Wedding/Reception (Non-resident) | \$700.00/day | | | |
| | <input type="checkbox"/> Rental Payment for Audio/Visual Equipment | \$150.00 | | | |
| | <input type="checkbox"/> Rental for Piano | n/a | | | |
| Total Amount of Rental Payment | | | | | |

Renter agrees to the following (Please initial each term/condition below):

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| | Renter agrees that pricing for “Regular Events” does not apply for “Weddings/Receptions.” Misrepresenting event details in the rental agreement could result in Mendon City retaining the deposit and the loss of opportunity to rent the Mendon Station for future events. |
| | If renter occupies venue outside the agreed rental time, a fee of 1.5 times the rental rate will be applied per extra hour occupancy. |
| | Damage Deposit, Rental Payment, and Rental Agreement must be received no later than 7 days prior to rental date for regular events and no later than 30 days prior to rental date for weddings/receptions. |
| | This Rental Agreement is not valid until signed by the authorized representative of Mendon City; and the Rental Fee, Deposit and Certificate of Insurance (if required) have been collected. |
| | Cancellations must be made at least seven days in advance of rental date. An administrative fee of \$25.00 will be charged for all cancellations. If the event is cancelled less than seven days prior to the event, a \$50.00 fee will be assessed. If the rental fee is less than the administration fee, the rental fee will be retained. |
| | Alcohol is NOT permitted on the premises. Open flames (candles, lanterns, etc.) and Smoking are not permitted anywhere in the Mendon Station building. Outdoor smoking is permitted only in designated areas (25 feet of entrances, air intakes, or windows). |
| | No tacks, nails or tape will be used on walls, woodwork or floors. |
| | The Renter will clean after the event. All equipment/furniture will be cleaned and returned to the proper storage space. Kitchen will be wiped down. Floors will be swept. Trash will be bagged and ready for removal. Any other action shall be performed to ensure that the Mendon Station is left in the same condition as found prior to the event. Boxes must be broken down and placed in recycle bin. |
| | Failure to clean any portion of the Mendon Station immediately following the end of the event will result in a minimum charge of \$50 against the renter’s damage deposit for cleaning to be performed by Mendon City. |
| | Key will be obtained by the renter from the Mendon City Clerk or designee ½ hour prior to reservation on the day of rental unless other arrangements have been made. Locking and securing the building will be performed by the Renter after the event. Key is to be returned to Mendon City Clerk or designee within 30 minutes after the event. Failure to pick up or return key in a timely manner will result in \$10 fee, unless other arrangements have been made. Loss of key will result in a fine of \$150 for key replacement. KEY PICK UP: _____ KEY RETURN: _____ |
| | Renter is responsible for all breakage and damage done to the building (including furniture, appliances, rugs, kitchen equipment, etc.) as a result of their event. Value of broken items will be deducted from renter’s damage deposit or claim made against the renter’s insurance in the case where the value exceeds the damage deposit. |
| | Renter agrees to defend, indemnify, and hold harmless Mendon City, its employees and agents from and against all liability, claims, suits, damages, expenses, and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damage to any property or person caused by or resulting from any act or omission of the Renter or the Renter’s guests or visitors during the event. |

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| Renter Signature: | Date: | Mendon City Approval By: | Date: |
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