



123 W Franklin St
Winchester, IN 47394
765.546.0127
townsquarecommunitycentre.com

Facility Rental Agreement

The Towne Square Community Centre, hereinafter referred to as TSCC, agrees to lease space in the Towne Square Community Centre, at 123 West Franklin St., Winchester, Indiana, to the person or organization listed below as Lessee:

Lessee: _____ Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title: _____ Est Attendance: _____

Date: _____ Time In: _____ Time Out: _____

Start Time: _____ End Time: _____

Additional Requests: _____

Fees and Payments

Room Rental Fee	\$ _____	\$75/hr/\$600 day (9 a - 12 a)/\$400 half day
Prior Day Set Up Fee	\$ _____	\$75/hr/\$600 day (9 a -12 a)/\$250 half day
Damage Deposit	\$ <u>200.00</u>	Refunded if no damage and cleaned
Bar Fee	\$ _____	\$50.00 + cost of drinks
Dance Floor	\$ _____	\$150
Setup/ Tear down	\$ _____	\$100 setup / \$100 tear down
*3% convenience fee	\$ _____	Added to all credit card payments
Total Due with agreement	\$ _____	Make check payable to BNT Enterprise

This agreement is subject to the attached terms and conditions as agreed upon and accepted by:

Lessee:

By: _____

Printed Name: _____

Date: _____

****All set up and tear down is to be done by Lessee****

Terms and Conditions



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Deposits: A **non-refundable** rental fee and damage deposit will be due upon the signing of this Agreement. The amount of said deposits is set forth on the first page of this Agreement, and shall be credited to the fee payable hereunder. Checks should be payable to BNT Enterprise. In the event of cancellation, there will be no refund of any kind which also applies to any additional amenities paid for in advance.

Payment: In the event that any money owed under this Agreement is not received when due, and other arrangements have not been made in writing, this Agreement may be declared null and void at the option of TSCC, and TSCC shall have no further obligations under this Agreement. TSCC may retain any monies paid as damages. Returned checks are subject to a fee of \$25.00, plus all bank charges.

Certificate of Insurance Requirement: Any lessee whose event has a cash bar shall provide insurance coverage in an amount which is agreeable to TSCC.

Conduct/Safety: The Lessee is responsible for the conduct of its representatives and members while in the Towne Square Community Centre, which includes, but is not limited to, the responsibility for the care of the facility and concern for the patrons. Safety regulations shall be in accordance with local, state, and federal regulations and shall be enforced by TSCC staff.

Access: TSCC and its staff shall have complete and total access at all times and in all areas of the facility during the term of this Agreement.

Responsibility for the Property of the Lessee: TSCC assumes no responsibility whatsoever for any property brought onto the premises by the Lessee., and TSCC is herein expressly relieved and discharged from any and all liability for any use of said property and any loss, damage or destruction of property that may be sustained by the Lessee. TSCC is not responsible for any lost or stolen property.

Installation/Displays: The use of tape or other adhesives, nails, tacks, screws, or similar articles on walls, floors, or plaster surfaces is not allowed. All decorations shall be installed without defacing the building, and shall be subject to the supervision and approval of TSCC management. Displays in the lobby must be located in a manner that will not interfere with crowd movement or artwork on display. Any unauthorized advertising materials will be removed. The use of glitter, bubbles, confetti, and sand is prohibited in any room. Bubbles may be used outside the building. All candles and flames must be enclosed.

No decorations will be hung on the walls. Nothing will be taped to any surface without the approval of Management. Any damage that may be a result of not adhering to this rule will result in loss of damage deposit.

Catering: Food service must be provided by catering establishments that have been approved by Towne Square Community Centre. TSCC reserves the right to reject any caterer at any point with or without explanation.

Equipment Use: The use, maintenance, and operation of TSCC equipment, including lighting system, sound system, and machinery is restricted to authorized personnel under the direction of the TSCC management. Any equipment brought in by the Lessee must have prior approval by TSCC management. There will be no storage of equipment or materials before or after the event, unless arrangements have been made with TSCC management.

Damages: Any damage to the Towne Square Community Centre and/or its equipment caused by the Lessee, its agents, employees, or contractors will be charged to the Lessee who will be responsible for



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the payment of the cost of any necessary repairs, or replacement, as determined by the TSCC management. Payment for damages in excess of the damage deposit shall be made upon demand.

Vacating Premises: Lessee shall vacate the premises by the date and time set forth in this Agreement. Lessee shall leave the premises clean, clear of all debris and trash, and in good repair. If premises are not cleaned and cleared to TSCC's satisfaction, TSCC may (a) clean and clear the premises and remove all debris, trash, personal property, and rental supplies and equipment; and (b) charge Lessee for the cost of cleaning and clearing the premises. The cost of any such cleanup will be required on demand. Standard and customary cleanup is included in the room rental fee. Any cleanup required which management deems above and beyond standard and customary may result in loss of damage deposit, and additional charges.

Indemnification: Lessee agrees to conduct its activities at the Towne Square Community Centre in a manner that will not endanger any person or property thereon. Lessee shall indemnify and hold harmless TSCC and its agents and employees against any and all claims, actions, demands, expenses, and judgments for loss, damage, or injury to property or persons as a result of Lessee's, or its patrons', acts upon or use of the Towne Square Community Centre. In the event Lessee fails to abide by any terms or conditions in this Agreement, including, but not limited to, payment for damages. Lessee shall pay TSCC any damages, costs, and expenses, including reasonable attorney fees.

Compliance with the Law: Lessee shall abide by and comply with all applicable laws, rules, ordinances and regulations of the United States of America, the State of Indiana, the County of Randolph, and the City of Winchester, and any board, agency or bureau thereof. The serving of alcoholic beverages must be in compliance with all federal and Indiana laws and local ordinances and regulations. **There are no exceptions to this requirement.** Parties agree that there shall be no segregation or discrimination practiced in the Towne Square Community Centre because of race, color, sex or creed.

Use of Copyrighted Materials: Lessee shall assume all costs and obligations arising from the use of patented and/or copyrighted materials, equipment, devices, processes, or dramatic rights furnished, used, or incorporated in the conduct of the event. Lessee agrees to indemnify and hold harmless TSCC and its duly authorized representatives from all damages, costs, expenses, including attorney's fees, for, or because of, the use of any patented and/or copyrighted materials, equipment, devices, or dramatic rights, furnished or used by Lessee in connection with the event.

THIS AGREEMENT CONSTITUTES THE ENTIRE UNDERSTANDING BETWEEN THE PARTIES AND SHALL NOT BE ALTERED, MODIFIED, OR CHANGED IN ANYWAY WITHOUT THE EXPRESS WRITTEN CONSENT OF TSCC. IT IS FURTHER UNDERSTOOD TBA T THIS AGREEMENT CANNOT BE ASSIGNED OR TRANSFERRED. THIS AGREEMENT SHALL BE GOVERNED IN ACCORDANCE WITH THE LAWS OF THE STATE OF INDIANA.

Community Center Contract Worksheet



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Name: _____
Phone Number & Email: _____
Date of Event: _____
Time of Event: _____
Time you will be Leaving: _____
Time you need the Doors Opened: _____
How will you be paying?(We accept Cash, Check, Money Order, Debit or Credit Card)
There is a 3% Processing Fee for Credit Cards. _____
Do You need to use the Microphone? _____
Do you need to Hook up a Laptop to the TV's? _____
Do you have a Laptop with an HDMI? _____ Our System works with HDMI only.
(We will have to hook this up for you)
Do you need to Play Music or A DVD? _____
How do you want to Play Music? _____(Laptop, CD)
Do you need Tablecloths? _____
How many? _____
Rectangle or Round? _____(We only have black available)
Do You need Bar Service? _____
(No Outside Alcohol is allowed)
Do you want Guests to purchase their own drinks or do you want us to keep a tab you
pay for? _____
(We provide the Bartender)
Do you need the Back Door Unlocked for any Reason?(You can prop open the back
door to bring in items) _____
There is a \$200 Damage Deposit Fee, If you clean everything up and there is no
damage we will return your damage deposit to you.
What address would you like the Damage Deposit Sent:

_____The Lobby is also open for your use. Do you need the Lobby Restrooms Unlocked?

_____Do you need Catering Service for your Event? If so we Provide Several Options

_____If using an outside Catering Service, Which one? _____

- *Please take all trash to the Dumpster in the back alley. By the Back Door.
- *No parking in the Parking Lot behind the Community Center. We do not own the parking lot. You can park in the alley for a short time to drop items off at the back door.
- *A Sweeper is provided in the cleaning closet for you to sweep after your event.

Set up and Clean Up Checklist

1. Set up is done by the Client and by the way they want it.
2. Tear down is done by the Client and must be done per instructions to receive a full refund of your deposit.
3. All trash to be removed from the premises, including the banquet room, lobby, bathrooms, kitchen hallways, etc. (Extra Trash Bags are located in the cleaning closet)
 - a. Trash bags to be removed from containers and to be placed in the dumpster out the back door of the facility.
 - b. Trash bags from bathrooms do not apply.
4. Chairs should be stacked in a quantity of 10 and placed in the southwest corner of the room.
5. Wipe down tables with the sanitizer we provide. Sanitizer located in the cleaning closet.
6. Put round tables on cart.
7. Put rectangular tables in closet.
8. Vacuum the community room and lobby. Vacuum located in cleaning closet.
9. Remove any items you placed in the refrigerator.
10. Please leave the facility in the way you found it!



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Deposit Refund Request Form

Date of Request: _____

Make check payable to: _____

Address to mail check: _____

Comments: _____

For Office Use:

Initial deposit amount: \$ _____ Was full refund issued: _____

Amount of deposit refund check and check #: \$ _____ #: _____

If fully refunded, comments as to why: _____

TSCC Management Signature: _____ Date: _____

Community Center Price List

- Rental of Community Center
 - Center: \$75 an hour.
 - This also includes your set up time.
 - All Day Rental (9 a / 12 a): \$600.00
 - Half Day Rental: \$400.00
 - Plus a \$200.00 damage deposit that will be returned after your event provided all cleaning procedures are followed.
- Funerals: \$500.00 a day, plus a one time \$100.00 fee for set up/tear down/cleaning.
 - We provide coffee, lemonade, and tissues in a small family area by the kitchen
 - For day of the Viewing the cost is \$75 an hour or \$500 for all day if needed (9 a / 12 a).
- Tablecloths: \$3 Each (Black) (Rectangle or Round)
- Bar Service: \$50.00 plus cost of drinks. See attached supplement
- Catering Service: See attached supplement
- Dance floor: \$100.00
- To Set up your Event the day before \$250.00



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Bar List and Service

Our bar service includes a portable cash bar that can accept cash and/or debit cards. We provide a licensed bartender and offer a variety of both alcoholic and non alcoholic drinks. The cost of our bar service is \$50.00 for the night plus the following drink list. Also note that we may be able to accommodate special requests on drinks for your event so don't hesitate to ask!

Liquor List \$6 Each with Mixer	Mixer List
Captain Morgan Rum	Coke
Malibu Rum	Diet Coke
Tito's Vodka	Sprite
Smirnoff Vodka	Orange Juice
Jim Beam Whiskey	Pineapple Juice
Jack Daniels Whiskey	Cranberry Juice
Tanqueray Gin	Tonic or Soda Water

Beer List \$3 Each	
Budlight	Busch Light
Coors Light	Blue Moon
Miller Light	Corona

Wine List \$5 Glass				
Reds	Cabernet	Pinot Noir	Sweet Red	Merlot
Whites	Chardonnay	Riesling	Pinot Grigio	Moscato
	White Zinfandel			

Cans of Soda or Bottled Water \$1 each

Catering Menu

Grazing Tables

*Breakfast Grazing Table (A Variety Breakfast Style snacks including Donuts, Bagels with Cream cheese, Yogurt Parfaits, Muffins, Fruit, Cheese, Cereal, Etc)
\$10.00 per person(must have a minimum of 30 ppl)

*Regular Grazing Table (A Variety of Snacks and Meal Items including Fruits, Vegetables, Dips, Variety of Cheese, Variety of Meats, Breads, pickles, olives, Hummus, Appetizer Bites, Cheese ball, Crackers, Popcorn, Candy, Desserts, Etc) \$13.00 per person(minimum of 40 ppl)

*Appetizer Grazing Table: (A smaller Version of our Regular Grazing Table with a variety of snacks and appetizers) \$10.00 per person(minimum of 30 ppl)

*Desert Grazing Table (A variety of Sweet Treats Including Brownies, Cupcakes, Cookies, Mini Dessert Cups, Candy, Cake Bites, Chocolates, Fruit, Etc)
\$8 per person(minimum of 40 ppl)

*Popcorn Buffet (A Variety of Flavored Popcorns including Movie Theater, Cheddar, Caramel, Rainbow, Ranch, Kettle Corn, BBQ Popcorn, and Dessert Flavored Popcorn all in separate containers and we also put out a variety of fun mix ins including Candy, Nuts, Chocolates, Pretzels, Etc) \$8 per person (minimum of 40 ppl)

Salads

*Italian Salad \$2.50 per person(minimum 20 ppl)

*Garden Salad \$2.50 per person(minimum 20 ppl)

*Berry and Walnut Salad \$2.50 per person(minimum 20 ppl)

*Salad Bar \$3.00 per person (minimum 20 ppl)

Trays

*Fruit Tray (Strawberries, Grapes, Melons, Pineapple, Kiwi, Blueberries and Fruit Dip) \$60.00

*Veggie Tray (Carrots, Celery, Cucumbers, Cherry Tomatoes, Cauliflower, and Dip) \$50.00

*Meat and Cheese Tray (Ham, Turkey, Roast Beef, Pepper Jack Cheese, Cheddar Cheese and Colby Jack Cheese) \$75.00

*(add crackers/breads/rolls for additional charge)

*Cheese/ Cheese Ball/Cracker Tray (Variety of Cheese, Cheese balls, and Crackers) \$60.00

*Cookie/ Cupcake Tray(Variety of Cupcakes and Cookies) \$40.00

*Dessert Cup Tray (A Variety of mini dessert cups including: chocolate moose, strawberry shortcake, banana, oreo,etc) \$60.00

*Mini Sandwich Tray(An assortment of deli slider sandwiches with ham, turkey, roast beef and cheese on a slider roll) 30 sliders: \$40.00, 50 Sliders: \$60.00

*Candy/Snackboard Tray(Holiday Themes Available) \$50.00

*Bagel/Cream Cheese Tray (Variety of Bagels with an assortment of cream cheese spreads and toppings) \$60.00



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Beverages

- *Unsweetened Tea
- *Sweet Tea
- *Lemonade
- *Pink Lemonade
- *Fruit Punch
- *Orange Juice
- *Milk
- *Bottled Water
- *Cans of Soda Pop

Chicago's Pizza

- *Traditional Large Pizza
- *Party Pizza
- *Breadsticks
- *Cinnamon Breadsticks

Taco Bar

(Includes: Taco Meat, Shredded Chicken, Refried Beans, Spanish Rice, Soft Shells, Hard Shells, Lettuce, Shredded Cheese, Tomatoes, Onions, Black Olives, Banana Peppers, Salsa, Guacamole, Sour Cream, Taco Sauce) We set this up in a buffet Style for your guests to make their own tacos!) \$12.00 per person (Minimum of 40 ppl)



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Buffet Style Meals

	over 75ppl	25-75 ppl
1 Meat/2 Sides/Roll/Dessert/Beverage	\$13.75 PP	\$14.75 PP
2 Meats/2 Sides/Roll/Dessert/Beverage	\$14.75 PP	\$15.75 PP
3 Meats/2 Sides/Roll/Dessert/ Beverage	\$15.75 PP	\$16.75 PP

Meal Choices:

- *Honey Ham
- *Pulled Pork
- *BBQ Chicken
- *Italian Chicken
- *Pork Loin
- *Baked Spaghetti
- *
- *

Side Choices

- *Buttered Corn
- *French Style Green Beans
- *BBQ Baked Beans
- *White Cheddar Mashed Potatoes
- *Mixed Vegetable Medley
- *Coleslaw
- * Potato Salad
- *Roasted Red Potatoes
- *Garden Salad
- *Fresh Berry and Walnut Salad
- *Italian Salad



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Dessert Choices

- *Assorted Cake slices
- *Assorted Pie Slices
- *Assorted Cheese Cake Slices
- *Assorted Cupcakes/Brownies/Cookies

Beverages (Choose 3)

- *Lemonade
- *Strawberry Lemonade
- *Fruit Punch
- *Unsweetened Tea
- *Sweet Tea
- *Coffee
- *Bottled Water