

RENTAL AGREEMENT
September 1, 2023

Rental Fees:

KaleidoHope may be rented for \$50 per hour during the hours of 7:00 a.m. – 10:00 p.m. The rental time includes set up and clean up. A \$75 deposit check is required to secure the rental and will be returned when the event has concluded and after a Center Director has confirmed the building has been returned to its prior state.

KaleidoHope is great for meetings, bridal or baby showers, presentations, staff retreats, family reunions, receptions, or a cozy place for a bride and her party to get ready for her big day!

Kitchenette includes:

- Standard size refrigerator
- Kitchen sink
- 12 Cup Mr. Coffee
- 2 Pitchers
- Punch Bowl
- 4 Drink Dispensers
- 40 Cup Coffee Pot
- 2 Hot or Cold Carafes
- Microwave
- Cupcake Tower

Additional supplies on site that may be used in addition to the existing furniture:

- 6 – 6 foot resin tables
- White table linens and white chair covers
- 2 – 4 foot resin tables
- 65 Assorted Chairs

Additional Information

- Occupancy limit for the facility is 65 individuals.
- KaleidoHope is a smoke-free facility.
- No weapons and firearms are allowed on the property.
- No lit candles. Unlit or battery operated candles may be used.
- All personal items, decorations, etc. must be removed by the end of contract time and the facility items put back in place.
 - Must meet with a Center Director to discuss how decorations can be used in the facility to ensure the preservation of the facility. If any artwork is to be removed for the event, a request is to be made to a Center Director who will remove the items.
 - Only push pins may be used to hang decorations. Tape, nails, 3M type strips, etc. are not to be used.
- Facility is to be cleaned after use, including wiping off the tables, chairs and counter tops; cleaning the kitchenette area; and cleaning the floors. A vacuum and mop are available for use and stored in the basement utility room.
- KaleidoHope does not assume responsibility for damage or loss of any items or articles left on the premises before, during, or after the event. KaleidoHope will not be held liable for injuries or property damage or loss during the event, including, but not limited to: personal injury, property damage, death, and any other incidents that may occur to any person(s) by the use of the building and premises during the term of agreement.

I, _____ (Print Name) have read and agree to all terms in this agreement and understand payment and a deposit check in the amount of \$75.00 will confirm the designated date(s) below along with this signed agreement.

Home address: _____ City: _____ State: _____ Zip: _____

Email: _____ Event Date & Hours: _____ Type of Event: _____

Signature: _____ Date: _____ Phone number: _____

To be completed by Center Director

Total Rental Fee + Deposit: \$ _____ Payment Method: Square Check (ck # _____) Cash

Deposit Returned? Yes on _____ No, reason _____

Approved by Center Director: _____ Date: _____