



Mendon City Corporation

P.O. Box 70 Mendon, UT 84325

Phone: (435) 753-3449

www.mendoncity.org

MENDON STATION RENTAL AGREEMENT

Individual, Organization or Group Name (Renter): _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Describe type of event: _____

Date of requested Rental: _____ Number of participants: _____

Time event will begin: _____ Time event will end: _____

Damage deposit and rental payment must be received no later than 7 days prior to rental date. For weddings/receptions, damage deposit and rental payment must be received no later than 30 days prior to rental date.

Renter hereby certifies that by signing below I/we agree to the terms and conditions herein (listed on page 2 of this form) and understand that this Agreement is not valid until signed below by Mendon City.

Renter: _____ Date: _____
(signature)

MENDON CITY APPROVAL:

Additional limitations imposed, authority granted or fees waived: _____

Prepayment of Rent received in the amount of \$ _____ (receipt # _____)

Damage Deposit received in the amount of \$ _____

Approved by: _____

TERMS AND CONDITIONS OF RENTAL AGREEMENT:

1. This Rental Agreement is not valid until signed by the authorized representative of Mendon City and rental fee; deposit and certificate of insurance have been collected.

2. Rented Facilities include the main room, kitchen, and restrooms.

3. Rental Rates are as follows;

0 to 8 hours: \$10 per hour residents; \$20 per hour non-residents PLUS \$50 refundable damage deposit.

Over 8 hours: \$250 residents; \$500 non-residents

Weddings/Receptions: \$250 residents PLUS \$250 refundable deposit; \$500 non-residents PLUS \$500 refundable deposit due 30 days prior to event

4. Rental of Sound System A/V system and sound system rent for an additional \$150 PLUS a refundable \$150 deposit. Use of system is NOT included in rental of building.

5. 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.

6. Alcohol is NOT permitted.

7. No smoking is permitted anywhere in the Mendon Station building. Outdoor smoking is permitted only in designated areas.

8. Only service animals are permitted anywhere in the Mendon Station Building.

9. No tacks, nails or tape will be used to hang any posters or displays.

10. The Renter will perform Cleaning after their event. All equipment 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; and any other action shall be performed to ensure that the room is left in the same condition as found prior to the event. Boxes need to be broken down and deposited in the appropriate recycle bin.

11. Failure to clean any portion of building 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.

12. Key will be obtained by the renter from Mendon City clerk or designee on day of rental unless other arrangements have been made. Key will NOT be given out more than ½ hour prior to reservation. Locking and securing the building will be performed by the Renter after the event. Key is to be immediately returned to Mendon City clerk or designee. Failure to return key timely will result in a \$10 per day fee, unless other arrangements have been made. Loss of key will result in a fine of \$150 for key replacement.

13. Renter is responsible for all breakage and damage done to the building, 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.

14. 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.