

# Mendon Station Rental Agreement

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:
	<input type="checkbox"/> Deposit for Regular Event (Mendon Resident, 0 to 8 hours)	\$150.00			
	<input type="checkbox"/> Deposit for Regular Event (Non-Resident, 0 to 8 hours)	\$150.00			
	<input type="checkbox"/> Deposit for Wedding/Reception (Mendon Resident)	\$700.00			
	<input type="checkbox"/> Deposit for Wedding/Reception (Non-resident)	\$700.00			
	<input type="checkbox"/> Deposit for Audio/Visual Equipment	\$150.00			
<b>Total Amount of Refundable Damage Deposit</b>					<b>CHECK/RECEIPT #:</b>

RENTAL PAYMENT	DESCRIPTION – Check All That Apply	PRICE	QUANTITY	TOTAL	OFFICE APPROVAL:
	<input type="checkbox"/> Rental Payment for Regular Event (Resident, 0 to 8 hours)	\$10.00/hour			
	<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			
<b>Total Amount of Rental Payment</b>					<b>CHECK/RECEIPT #:</b>

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

	Renter agrees that pricing is correctly representing the event. 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 <b>7 days</b> prior to rental date for regular events and no later than <b>30 days</b> 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 placed in outside garbage cans. 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.
	A four-digit key lockbox code will be sent from the Mendon City Clerk or designee a 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 securely to the key lockbox after the event. Loss of key will result in a fine of \$150 for key replacement.
	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.

<b>Renter Signature:</b>	<b>Date:</b>	<b>Mendon City Approval By:</b>	<b>Date:</b>
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# Mendon City Post-Event Checklist for Mendon Station

TASK	COMPLETE		NOTES
Stove and Oven Off	Yes	No	
Stove Wiped Down	Yes	No	
Refrigerator Clean	Yes	No	
Kitchen Counters/Sink Clean	Yes	No	
Windows Closed and Latched	Yes	No	
Tables and Chairs Clean	Yes	No	
Furniture Stored Properly	Yes	No	
Garbage Dumped/Liners Replaced	Yes	No	
Bathroom Sinks/Mirrors Cleaned	Yes	No	
Floors Swept	Yes	No	
Floors Mopped (if needed)	Yes	No	
Rugs Vacuumed	Yes	No	
Lights Off	Yes	No	
Doors Locked	Yes	No	
Key Returned to the key lockbox	Yes	No	
Audio/Visual System Inventoried	Yes	No	
Any Damage to Floor, Walls, Windows, etc.?	Yes	No	

Office Use Only (check one):

- Refundable Damage Deposit was returned in full (returned to renter or shredded).
- Amount of Refundable Damage Deposit retained by Mendon City to cover:*

Refund of \_\_\_\_\_ with check # \_\_\_\_\_ was sent on  
 \_\_\_\_\_ by \_\_\_\_\_.