

# Anthony Municipal Hall Rental Agreement

130 E. Main Street, Anthony, KS 67003

Renter Name: Anthony Chamber of Commerce Renter Ph #: (620) 842-5456

Event Description: Sunflower Balloon Festival

Date(s) of event: May 9th Start Time: 2pm End Time: 8pm

What area(s) are you renting? **GYMNASIUM** **BASEMENT** or **BOTH** Will there be alcohol at this event? **YES** **NO**  
APPROVED PERMIT & FEE REQUIRED FOR ANY ALCOHOL

Will you be using the stage? **YES** **NO** Using the PA System? **YES** **NO** Using the Basement Kitchen? **YES** **NO**

To rent the Hall for an event, you must complete and sign this contract, pay the fees and deposit, then pick up the key with zipper pouch on the business day prior to your event. The zipper pouch contains the east door key and an End of Event Checklist which is required to be completed at the end of your event. Once completed, return the zipper pouch with the key and the signed completed checklist in the night drop box located at the city office, 124 S. Bluff in Anthony.

The fees and deposit must be paid with this signed contract to reserve your event date. Expenses for damage or incomplete cleaning after your event will be withheld from your cash deposit. Any damages or fees exceeding the amount of the cash deposit will be charged to you as the renter.

Any request to have the fees waived must be made to and approved by the City of Anthony Governing Body before your event date can be reserved. Please call the city office staff to request to be on the agenda to present your request at the next regular commission meeting; regular meetings are on the first and third Tuesday of each month at 6p.m.

If you need assistance during business hours (M-F 8-5) please call 620-842-5434; for after-hours assistance, call 316-616-4112. Please make adequate arrangements to coordinate picking up your key during business hours.

## RULES:

- NO ALCOHOL MAY BE CONSUMED OR SERVED IN THE HALL WITHOUT THE APPROPRIATE, APPROVED PERMIT.
- Please do not allow people to be in the balcony area.
- Painter's tape may be used on walls, ceilings, and the floor, no other types of attachment may be used on any surface.
  - This means NO duct tape, scotch tape, packaging tape, nails, staples or tack may be used.
- Any type of crafting items such as glue, paint, or other potentially staining or damaging substances must not be used without prior approval from city staff and protective drop cloth/tarping in place.
- No candles or flammable lighting/luminary lighting are allowed to be used in the Hall.
- No sand, salt or wax may be used on the floors for dancing.
- Cookware and appliances can be used, and must be returned in clean, operational conditions as found.
  - Food items found in the basement, including packaging, condiments, ingredients, etc. are property of senior meals program and not to be used by the renter.
- No pets are allowed inside the basement of the Hall.

*I understand the requested rental date for my event is not guaranteed until this Rental Agreement is completed, signed, and the deposit and rent fees are paid in full. I also understand I will be charged for any damage caused during my event that exceeds the amount of the cash deposit paid. As the renter, I agree to assume financial responsibility for my event and its potential damage and will protect this rented City property to the best of my ability. By signing, I agree to the rules and terms of this agreement and certify I am at least 18 years of age or older.*

|                         |                    |                             |
|-------------------------|--------------------|-----------------------------|
| <u>Robert E. Howell</u> | <u>Rob Howell</u>  | <u>February 19th, 21025</u> |
| Renter's Signature      | Printed Name       | Date                        |
| <u>227 W. Main</u>      | <u>Anthony, KS</u> | <u>67003</u>                |
| Renter's Address        | City, State        | Zip                         |

## HALL RENTAL FEES & DEPOSIT

A cash deposit is required from each renter for their event at the Hall. This deposit is refundable **IF** the Hall is left without damage or need for additional cleaning; this will be determined after inspection by city staff on the next business day after your event. The cash deposit for the basement area is \$100.00. The cash deposit for the gym is \$100.00 for a non-dance event, and \$200.00 for a dance event.

Rental fees for the Hall gymnasium and basement are assessed in hourly increments at \$20/hour for each area. For a long event where time is needed for set-up before the event, and time for the take-down of decorations, cleaning, etc., the rental fee is \$250.00 for the entire day.

If your event will have alcohol, whether served or B.Y.O.B (bring your own beverage), this requires an additional permit application that must be approved by the City of Anthony governing body and/or the City of Anthony Chief of Police prior to your event. An additional fee of \$75.00 for this permit is required once approved. Please allow adequate time to submit your application for approval at least 45 days prior to your event to be presented at a regular city commission meeting.

### HALL RENTAL RESERVATION CHECKLIST – All must be completed as required before your reservation is booked.

- Complete and signed Hall Rental Agreement submitted
- Fees and deposit paid – date paid/waived: Requesting a Waiver
- If requesting waived fees, the date of the regular commission meeting you will make your request at: TBD
- Date you will pick up your Hall key: May 8th
- Number of tables and chairs needed: Normal ones already set up in basement
- Alcohol permit application complete and signed? **YES NO n/a**
  - Date of regular commission meeting to be reviewed for approval: \_\_\_\_\_

### YOUR EVENT FEES DUE (\$20/hr or \$250.00/day per area):

|                                          |                     |                                 |
|------------------------------------------|---------------------|---------------------------------|
| GYMNASIUM AREA                           | # of hours _____    | fees \$ _____                   |
| BASEMENT AREA                            | # of hours <u>6</u> | fees \$ <u>120</u>              |
| Deposit Non-dance Event (\$100 per area) |                     | deposit amount \$ <u>100</u>    |
| Deposit Dance Event (\$200)              |                     | deposit amount \$ _____         |
| Alcohol Permit Fee (\$75.00)             |                     | permit fee \$ <u>0</u>          |
|                                          |                     | <b>Total Fees Due: \$ _____</b> |

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#### Official Use Only

Deposit Received: Date \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Fees Paid/Waived: Date \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash/Check: \_\_\_\_\_

Alcohol Permit Approved? Approved? **YES NO N/A**