

Anthony Municipal Hall Rental Agreement

130 E. Main Street, Anthony, KS 67003

Renter Name: Autumn Kloeckorn - Kiwanis Renter Ph #: 620-842-7255

Event Description: Halloween Costume Contest + Parade

Date(s) of event: 10-31-2026 Start Time: 3:00pm End Time: 8:00pm

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 620-842-2885. 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 the 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.

Autumn Kloeckorn
Renter's Signature

Autumn D. Kloeckorn 9-30-26
Printed Name Date

602 E Main St
Renter's Address

Anthony, KS
City, State

67003
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. Be sure to complete a pre and post event walkthrough and document any findings from both inspections.

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: _____
- If requesting waived fees, the date of the regular commission meeting you will make your request at: 10-6-26
- Alcohol permit application complete and signed? **YES** **NO** (n/a)
 - Date of regular commission meeting to be reviewed for approval: _____
- Date you will pick up your Hall key: 10-30-26

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

GYMNASIUM AREA

of hours 5

fees \$ 100.00

BASEMENT AREA

of hours _____

fees \$ _____

Deposit Non-dance Event (\$100 per area)

deposit amount \$ 100.00

Deposit Dance Event (\$200)

deposit amount \$ _____

Alcohol Permit Fee (\$75.00)

permit fee \$ _____

Total Fees Due: \$ 200.00

Official Use Only

Deposit Received: Date _____ Amount: \$ _____ **CASH ONLY**

Fees Paid: Date _____ Amount: \$ _____ Cash/Check/Card: _____

Alcohol Permit Approved? Approved? **YES** **NO** (N/A) Alcohol Permit Fee Paid: **YES** **NO** (N/A)

Anthony Municipal Hall Rental Agreement

130 E. Main Street, Anthony, KS 67003

Renter Name: Autumn Klobb-Kiwanis Renter Ph #: 620 842 7255

Event Description: Kiwanis Pancake Feed

Date(s) of event: Nov 14, 2026 Start Time: 4:00 AM End Time: 4:00 PM

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**

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Autumn D. Klobb-Kiwanis
Renter's Signature

Autumn D. Klobb-Kiwanis 9-30-26
Printed Name Date

602 E Main St
Renter's Address

Anthony, KS 67003
City, State Zip

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- If requesting waived fees, the date of the regular commission meeting you will make your request at: 10-16-26
- Alcohol permit application complete and signed? YES NO n/a
 - Date of regular commission meeting to be reviewed for approval: _____
- Date you will pick up your Hall key: 11-13-2026

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

GYMNASIUM AREA	# of hours _____	fees \$ _____
BASEMENT AREA	# of hours <u>12</u>	fees \$ <u>240.00</u>
Deposit Non-dance Event (\$100 per area)		deposit amount \$ <u>100.00</u>
Deposit Dance Event (\$200)		deposit amount \$ _____
Alcohol Permit Fee (\$75.00)		permit fee \$ _____
		Total Fees Due: \$ <u>340.00</u>

Official Use Only

Deposit Received: Date _____ Amount: \$ _____ CASH ONLY

Fees Paid: Date _____ Amount: \$ _____ Cash/Check/Card: _____

Alcohol Permit Approved? Approved? YES NO N/A Alcohol Permit Fee Paid: YES NO N/A

Kiwanis Club of Anthony, Kansas

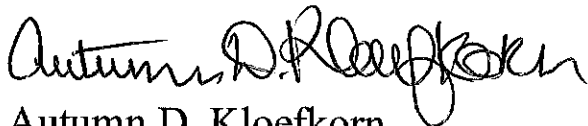
September 30, 2026

To the City of Anthony,

The Kiwanis Club of Anthony would like to request the fees be waved for two of our annual events we hold at the Municipal Hall. The first being our annual costume contest and parade on Halloween, October 31, 2026, and the second is for our annual pancake feed fundraiser, November 14, 2026, which helps us fund our free community events for the children.

We would also like to formally ask for the support of the Anthony Police Department and/or Sheriff's Department and the Anthony Fire Department to help keep our children safe during the Annual Costume Parade down Main Street from the Municipal Hall to Kansas Street and across and then back down to Anthony Street. We would ask the Fire and Police block the roads at Jennings and Main, Main and Kansas, and Main and Anthony from approximately 5:35 p.m. to 7:00 p.m. Your support is greatly appreciated as we truly enjoy providing this event to the children of our community.

Thank you,

A handwritten signature in black ink that reads "Autumn D. Kloefkorn". The signature is fluid and cursive, with the first name "Autumn" being more prominent.

Autumn D. Kloefkorn
Kiwanis Member

