



# City of Hanover

## Settler's Park Rental Agreement

Today's Date: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment:**

**Deposit:                    \$100.00**

Date of Payment: \_\_\_\_\_

**Rental Fee:                \$139.70**

Receipt Number: \_\_\_\_\_

**Tax (7.375%)            \$ 10.30**

Check Number: \_\_\_\_\_

**Total:                     \$250.00**

Reservations are to be contracted for by the individual who thereby accepts full responsibility. No reservations can be made without payment. Payment is not refundable unless the Shelter can be rented for the same date by another party.

The renter will provide a damage deposit due at the time of the rental fee. Any payments made by the renter will be deposited by the City. The damage deposit will be refunded after the City has received confirmation that no damage occurred, no additional cleaning is required, and the rental key was returned.

It is the renter's responsibility to pick up the key for the Shelter during the week prior to the event scheduled. The key may be picked up at City Hall during these times: Monday through Thursday from 7:30 am to 4:30 pm or Friday from 7:30 am to 1:30 pm.

*The renter agrees to enforce all Federal, State, and local laws, including the Tobacco Free Policy. The renter agrees to defend, fully indemnify and hold harmless the City from any and all claims, demands, costs, damages, losses, actions, and causes of action or judgments of whatever nature arising out of the use of the premises or any obligations arising from this Agreement, including costs, disbursements, witness fees, professional fees and attorney's fees. The renter will be responsible for any and all clean up, costs or damage in excess of the damage deposit, including collection costs, attorney's fees and any other additional cost incurred by the City due to excess of the damage deposit are not paid, they may be assessed against the renter's property within the City, and the renter agrees to said assessment, waives a hearing, any irregularity in the proceedings, as well as any right of appeal.*

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
City Employee's Signature

Key returned: \_\_\_\_\_ Damage Deposit Refund Released on \_\_\_\_\_ for \$ \_\_\_\_\_ to \_\_\_\_\_.

## **Shelter Rental Rules and Regulations**

- No liquor is to be served or brought onto the premises except the permitted consumption and possession of beer or wine in a quantity not to exceed eight (8) gallons per rental.
- No adult entertainment is allowed as defined in the Adult Entertainment Policy adopted by the Hanover City Council June 15, 1998.
- Kitchen facilities are included in the rental. The Shelter kitchen has a stove, refrigerator, microwave, and sink area. The appliances are non-commercial grade.
- The renter or caterer shall provide all dishes, serving utensils, silverware, linens, towels, dish soap, etc.
- Chairs, tables, or anything else are not to be removed from the Shelter. If any such items are removed, the cost of such items shall be deducted from the damage deposit. If costs exceed the amount of the damage deposit, additional fees may be incurred.
- Staples or tacks may be used for decorations. Nails are not allowed on any walls, ceilings, or other surfaces. Any decorations, staples or tacks must be removed at the end of the event. If any surface is damaged by placement of signs, decorations, or items used to hang such items, a charge shall be deducted from the damage deposit.
- It is the renter's responsibility to see that everything has been cleaned: all appliances wiped off, counter tops cleaned, trash has been removed to the dumpster and liners replaced in the trash cans. The parking lot and grassy areas must be cleaned of all debris. Lights need to shut off and doors locked upon departure. Public Works will decide whether additional clean up or repair is necessary. If so, the cost of same will be deducted from the damage deposit.