

**BRADY COMMUNITY CENTER
VILLAGE OF BRADY
121 N Main, P.O. Box 153
Brady, NE 69123**

RENTAL AGREEMENT

The Village of Brady (hereafter referred to as "LESSOR") hereby agrees to rent the Brady Community Center to the following entity or person (hereafter referred to as "LESSEE").

NAME: _____

ORGANIZATION: _____

ADDRESS: _____ PHONE NUMBER: _____

DATE OF RENTAL _____

AREA/S NEEDED (CIRCLE) MAIN KITCHEN MTG ROOM

TIME LESSEE WILL ENTER THE CENTER: _____

TIME LESSEE WILL BE LEAVING THE CENTER: _____

PURPOSE FOR WHICH FACILITY WILL BE USED: _____

WILL THIS BE A CATERED EVENT? _____

WILL ALCOHOL BE SERVED AT YOUR EVENT? _____

PRICE OF RENTAL: \$ _____

DATE PAID _____ BY: _____

DEPOSIT: \$ _____ CATERED ALCOHOL DEPOSIT: \$ _____

DATE PAID _____ BY: _____

DATE KEY RECEIVED: _____ BY: _____

NAME/S OF RESPONSIBLE PARTY/PARTIES _____

ROOM FEE WILL BE PAID AT TIME OF RESERVATION, TO HOLD COMMUNITY
CENTER FOR DATE OF EVENT CLEANING DEPOSIT WILL BE PAID AT TIME OF KEY
PICK UP.

Village of Brady Community Center Rental Reservation Policy

- 1.) Maximum of 6 (six) Parties may reserve the Community Center for one event.
- 2.) A room Rental Fee will be charged to each party, each party will sign a Rental Agreement.
- 3.) The Village of Brady requires that all parties be identified at time of rental, in the event that additional parties are added to an event, full disclosure must be provided to The Village of Brady, Clerk's Office, additional parties will be subject to an room fee and submitting a rental agreement to the Clerk's Office, in the event that additional parties are added to a venue, and not disclosed to The Clerk's Office The Village of Brady, Board of Trustees reserves the right to terminate the original agreement/agreements, with the option that all parties will forfeit room fees and deposit, if applicable.
- 4.) A Cleaning Deposit will be paid at the time of key pick up, Cleaning Deposit will be refunded, dependant on condition of Community Center, after event.
- 5.) All Parties whom have signed a rental agreement will be responsible for The condition of Community Center after the event, and will be liable for all costs incurred for damage or cleaning to the Community Center.
- 6.) At any time, The Village of Brady Board of Trustees, reserves the right to accept or decline any rental agreement.
- 7.) When putting away tables and chairs, tables and chairs must be cleaned and DRIED, before re-stacking them.

I have read and I understand the Reservation Policies, I agree to comply with the Village of Brady Community Center Reservation Policies.

_____ **Name**

_____ **Date**

