

Event Date: \_\_\_\_\_

**Ponderay Events Center** would like to thank you for allowing us the privilege of providing you with the finest accommodations and service. The following is our rental agreement. It is specifically written for **Ponderay Events Center**. We hope you would read it thoroughly. Should you have any questions call Ponderay Events Center management at (208) 263-0271 or e-mail us at: [info@ponderayevents.com](mailto:info@ponderayevents.com). After reviewing the agreement and should you agree:

- 1) Print and complete all the information on pages 3, 4, & 5.
  - 2) Pay your deposit and return completed pages within 7 days of receipt of your reservation. (your reservation will be void if payment & rental agreement are not received within 7 days) Note: if your reservation is within 60 days of use we request 100% of the payment with completed pages. Deposit may be made by check or credit card with Ponderay Events Center management.
1. **Advance payment:** The deposit for your use of the premises is \$\_\_\_\_\_, excluding all other items and fees set forth herein. The deposit will be required to be paid in full within 7 days upon reservation either by check or credit card. Checks should be made payable to: Ponderay Events Center and mailed to: Ponderay Events Center, 401 Bonner Mall Way, Suite E, Ponderay, ID 83852 or given directly to Ponderay Events Center management. Your reservation will be void if the deposit & rental agreement are not received by midnight on the 7th day from the day you make your reservation. Ponderay Events Center must receive full payment of the rent due 60 days prior to arrival. *6% tax will be added to your final payment.* If final payment is not received by midnight on the 60th day prior to arrival and you have not contacted Ponderay Events Center for cancellation, you will: forfeit your reservation, the deposit, and you will be charged a \$100.00 cancellation fee (see #5). Reservations made less than 60 days in advance of use require full payment within 7 days.
  2. **Deposits/Fees:** Ponderay Events Center will require a security/damage deposit in the form of a credit card, which will be charged up to \$1,000.00 in the event there are damages, loss to the property, or additional charges (as referred to below) to be collected. Charges exceeding \$1,000.00 will result in legal action.
  3. **Additional Charges:** In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card. The conference room and kitchen must be returned to the same order and cleanliness as when you arrive. Again any additional cleaning of the conference room and kitchen area including the appliances and the floor will be charged to your card at an additional rate of \$150.00.
  4. **Check-in/Check-out:** Ponderay Events Center management will greet you and go over all pertinent information at time of check in. They will also come to lock up when you are finished. Ponderay Events Center management will be on the premises during your function.

**Check out procedures:**

Upon departure, you the Tenant(s) are required to leave the property in the same general condition it was when you arrived. If additional cleaning is required, appropriate charges will be deducted from the security/damage deposit (also referred to in #3).

***The following items must be complied with before check out:***

- Put all linens and used dish towels in laundry bags.
- Wipe down and put away all tables and chairs.
- Empty, rinse and wipe down coffee pots.
- Empty refrigerator and freezer. Clean if necessary.
- Wash, dry, and put away all dishes, utensils, pots and pans. Put utensils back in correct bins. Make sure to inspect dishes as you go.
- Clean all counters and stove area. Wipe down all appliances. If needed, start the self-clean cycles on stoves.
- Empty screens, drain and turn off dishwasher.
- Empty garbage in Events Center and restrooms. Place garbage in compacting dumpster outside.
- Check restrooms and clean any unusually dirty conditions.
- Sweep and mop kitchen and Events Center floors. Dust mop and wet mop are located in the cleaning closet across the hall.
- If hallways and entry areas are dirty (i.e. confetti, crumbs, mud, etc.) please clean.
- If used, turn wireless microphone off and return to drawer. Make sure audio system is turned off.
- Turn off all lights inside Events Center and hallways.
- Make sure all outside doors are closed upon leaving.
- Check parking lot for any garbage or messes.

**See complete list, attached.**

5. **Cancellations:** All reservations cancelled are subject to a cancellation fee of \$100.00. This fee will be charged to the credit card used to make the reservation. For reservations cancelled more than 60 days in advance, the deposit will be refunded; however, you will be charged a \$100.00 cancellation fee. For reservations cancelled less than 60 days prior to scheduled rental, no refund will be made if the conference center is not rented for the reserved period. If the conference center is re-rented, all monies will be refunded (less the \$100.00 cancellation fee). Refund will be mailed back to you within 60 days of the original rental date. If circumstances are such that we are not able to rent the conference center to you; all monies will be refunded.
6. **Emergencies:** For medical or fire emergencies call 911.
7. **Emergency Contact Information:** Call Ponderay Events Center management at 208-255-6671 in case of emergencies or to notify us of damage or non-working conference center inventory 24/7. Please report any problems or damages the day of rental. If not reported, we must assume the damage or loss occurred during your occupancy and will be deducted from your security deposit. We will do our best to address repairs/maintenance in a non-invasive and timely manner to ensure you have a successful function at the conference center.
8. **Linens, Towels, Dishes and Audio/Visual Equipment:** You may rent these items. Inventories will be taken after guests leave. Misplaced or damaged items will be replaced by monies from the security/damage deposit.
9. **Minimum Age requirement:** No person under the age of 21 will be permitted to rent the premise. Sub-leasing or adults renting for minors is NOT allowed. The person signing this rental contract must agree to stay at the conference center during the full rental period, and will be responsible for all minors and persons under the age of 21 attending any function.
10. **Uses of the premise:** The intended use of Ponderay Events Center is for business meetings and social functions. It may be used for benefits or fund raisers, but use for any commercial activity that is not a direct activity of the Ponderay Events Center is strictly forbidden. Any permits or insurances that are required by the City of Ponderay concerning your function are the sole responsibility of the tenant. **You must have a permit if you are going to sell alcohol or promote it (for instance: wine tasting). This is generally supplied by your caterer. Please verify that your caterer has made application for your permit. Permits must be applied for 10 days in advance of your function. Please call Ponderay City Hall at 208-265-5468. They are located at 288 4<sup>th</sup> St. in Ponderay, Idaho 83852.**

11. **Pets & Smoking:** Pets and smoking are NOT allowed inside the Ponderay Events Center. Smoking is permitted outside the building as long as cigarettes are distinguished properly and the butts are properly disposed of.
12. **Terms of Occupancy:** By renting the Ponderay Events Center you agree to save, defend, indemnify, and hold the owners harmless for any damage or loss to property or its contents that occur during your stay, and for any liability regarding your possession of the premises. Violation of occupancy limits will result in the forfeiture of all monies and termination of occupancy. We reserve the right to inspect the property during your stay. **Further, you agree to use the property respectfully and refrain from any activity which interferes with the business operations of the building tenants.** Ponderay Events Center is not liable for inoperable or failures of any equipment, systems, or appliances, as major repair problems cannot be foreseen. We will do our best to ensure you a working and fully functional space. The Tenant also understands that the Ponderay Events Center, management and/or owners are not responsible or liable to the Tenant for loss, theft or damage of any of the Tenants' personal property, accidents, injury or damage of any nature from any cause to the Tenant (including guests, licenses, or invitees) or acts of God, weather, road, travel, or other recreational activities, or items removed or changed in the conference center. Guests hereby agree to indemnify and hold the Ponderay Events Center, management and owner/s harmless from any and all claims including those of third parties, arising out of or in any way related to guest's use of premises or the items of personal property provided therein. Tenant and guests assume the risk of injury or other losses relating to any activities and will hold Ponderay Events, management and owner/s harmless with respect there to.
13. **Disclosure of number of guests:** Tenant agrees to disclose the number of guests attending during the rental times.
14. **Liquor:** Ponderay Events Center does not possess any liquor licenses for the premises. Any and all liquor consumption and/or possession on the premises is the responsibility of Tenant. Tenant shall save, defend, and hold Ponderay Events Center harmless from any and all liquor consumption and/or possession on the premises.

Reservation dates: check in: \_\_\_\_\_ check out: \_\_\_\_\_

Total number of guests including responsible parties: \_\_\_\_\_

**Responsible Party:**

Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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

DL # \_\_\_\_\_ Issuing State: \_\_\_\_\_

**Alternate Responsible Party:**

(In the event that the above person is not available)

Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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

DL # \_\_\_\_\_ Issuing State: \_\_\_\_\_

**By signing below all responsible parties agree to the Ponderay Events Rental agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Alternate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Security/Damage Deposit:**

Responsible Parties Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ State: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security code: \_\_\_\_\_

***Credit Card Billing Address Required!***

The security/damage deposit will be used to recover loss, damage or additional charges discussed in #2 & #3 (above) of the Ponderay Events Center rental agreement as follows:

**#2-Deposits/Fees:** Ponderay Events Center will require a security/damage deposit in the form of a credit card, which will be charged up to \$1,000.00 in the event there are damages, loss to the property, or additional charges (as referred to below) to be collected. Charges exceeding \$1,000.00 will result in legal action.

**#3-Additional Charges:** In addition to damages or loss to the property, any additional cleaning charges (above and beyond standard cleaning) will be charged to your credit card. Finance charges of 1.8% will be assessed on overdue invoices.

If there are no applicable charges referred to above, your credit card will not be charged. If indeed, we find damages or loss referred to above, you authorize us to charge the credit card (above) up to \$1,000.00 to recover loss or damage to the property or additional charges discussed in #3.

\* by signing below, I agree to the above agreement

Signature: \_\_\_\_\_

Date: \_\_\_\_\_