Noblesville Visitors Center Community Room
Rental Agreement
839 Conner Street
Noblesville, IN 46060
317-776-6345

RENTAL INFORMATION

Renter: ______________________________________________________

Address: ______________________________________________________

City: ___________________  State: ________________  Zip: ________

Contact Phone #:  (           ) __________________

Date(s) of Rental: ____________________  Time: From __________ to ___________

FEES FOR RENTAL:

1. Rental rate is $30.00/hr if event is outside the hours of Monday-Friday, 10am-6pm.

2. A $100.00 deposit fee is due upon signing rental agreement. This fee reserves the date and can be used towards the rental fee. The deposit will be used in case of damage or if the room requires cleaning after the event. Otherwise it will be refunded upon final inspection.

3. Deposit and completed rental agreement must be received by City Hall in order to reserve the room.

CONDITIONS:

1. Reservations will be taken at Noblesville City Hall (317-776-6345) during normal business hours.

2. Renter is responsible for all conduct and any damages caused by their guest(s) and others hired by Renter.

3. A permit is required for alcohol use on premises.

4. No smoking is allowed.

5. If any of the conditions are violated by anyone associated with your event, including guests and hired help, additional charges for clean up may be assessed to the Renter. Liability for damage to the premises or fixtures of the facility will be charged to the renter accordingly. Cost of restoration of the facility will be deducted from the Security
Deposit. If damages exceed the amount of the deposit, Renter agrees to pay the City of Noblesville the difference of any monies owed within 10 business days.

6. Renter agrees to release the City of Noblesville from all liability due to loss, theft, personal injury or property damages that may occur to any person or property thereon during the period of occupancy.

SET UP:

All set up is the responsibility of the Renter and includes assembly and arrangement of all tables and chairs. Special room layouts may require additional tables and chairs which is the responsibility of the Renter. Any damage to the facility or property of the Visitors Center during set up or afterward is Renter’s responsibility.

CLEAN UP:

The following includes the clean up responsibilities of the Renter and must be complete within one hour after the event:

- Return all tables and chairs to their original arrangement (see below).
- Remove all decorations, clear tables of trash and debris, place all trash in containers provided and broom clean debris from floors.
- Please do not pour any liquids in the trashcan.

The Renter may only enter the facility up to one hour prior to the event and must vacate one hour after.

Renter Signature: ________________________________

Date: __________________________

ROOM ARRANGEMENT

[Diagram of room arrangement with chairs and tables placed in specific arrangements]