



Rental Agreement for Washington Park Community Center

This Rental Agreement is entered into on this ____ day of _____, 20, by and between:

Owner: Washington Park Community Center (hereinafter referred to as the "Owner"), located at _____, and

Renter: _____ (hereinafter referred to as the "Renter"), residing at _____,

For the Rental of: The Washington Park Community Center, located at _____.

1. Event Details

- **Event Date:** _____
- **Event Time:** From _____ to _____
- **Purpose of Event:** _____

2. Rental Fee and Deposit

- **Rental Fee:** \$200 per event, payable in full at least 7 days prior to the event date.
- **Non-Refundable Deposit:** \$100 is required at the time of booking to secure the reservation. This deposit is non-refundable under any circumstances, including cancellation by the Renter.

3. Payment Terms All payments must be made via [specify payment methods, e.g., check, money order, or electronic transfer] payable to "Washington Park Community Center." Payments can be delivered to the address listed above or made through _____.

4. Refunds and Cancellations

- In the event of cancellation by the Renter, the \$100 deposit will be forfeited.
- If the Renter cancels less than 72 hours before the event, no portion of the Rental Fee will be refunded.



5. Use of Premises

- The Renter shall use the premises solely for the purpose specified above.
- Renter must comply with all federal, state, and local laws and regulations while using the premises.
- The Renter is responsible for ensuring that the premises are left clean and in the condition in which they were found. Any damages or excessive cleaning required will result in additional charges.

6. Liability

- The Renter assumes all responsibility for any injury or damage occurring on the premises during the rental period.
- The Owner is not liable for any loss, damage, or injury to persons or property arising from the use of the premises.
- The Renter shall indemnify and hold the Owner harmless from all claims arising out of the Renter's use of the premises.

7. Alcohol and Smoking Policy

- Alcoholic beverages are [allowed/not allowed] on the premises with prior written approval.
- Smoking is strictly prohibited inside and outside the community center.

8. Access and Security

- The Renter will be given access to the premises at the start of the rental period and must vacate by the end of the rental period.
- The Renter must ensure that all lights, appliances, and equipment are turned off and all doors are securely locked upon departure.

9. Breach of Agreement Failure to comply with the terms of this agreement may result in immediate termination of the rental and forfeiture of all fees and deposits.

10. Entire Agreement This agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understandings. Any modifications to this agreement must be made in writing and signed by both parties.



IN WITNESS WHEREOF, the parties have executed this Rental Agreement as of the date first above written.

Owner Signature:

Name: _____

Title: _____

Renter Signature:

Name: _____

Date: _____

Contact Information for Washington Park Community Center:

Phone: _____

Email: _____

Address: _____

Signature

By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined above.

Signature: _____

Date: _____

Office Use Only

- Booking Confirmed: ☐ Yes ☐ No
- Deposit Received: \$ _____
- Balance Paid: \$ _____



- Notes: _____