



Community Room Rental Agreement

311 Burton Hill Rd., Westworth Village, TX 76114
Phone: 817-710-2502 | Fax:817-710-2501

PLEASE PRINT (Black or Blue Ink)

Primary Contact: _____ Are you a resident of Westworth Village? Yes No

Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License #: _____ Date of Birth: _____

Primary Phone #: _____ Secondary Phone #: _____

Email: _____

RENTAL INFORMATION

Requested Date of Event: _____ Approximate # of Attendees: _____

Rental Times: _____ AM PM - _____ AM PM Total Number of Rental Hours Requested: _____

Event Type (please check all that apply):

- Meeting
- Baby Shower
- Family Reunion
- Wedding Shower
- Wedding
- Reception
- Other (please specify): _____

THE COMMUNITY ROOM HAS A MAXIMUM CAPACITY OF 100 GUESTS.

Additional guests may be accommodated on the patio, but the above limit must be observed at all times. During business hours, noise must be kept to a minimum.

BOOKING DEPOSIT:

A booking deposit of \$50.00 is required to reserve the facility. This amount will be applied to the usage fee unless the event is cancelled with less than a 7-day notice.

SECURITY DEPOSIT:

Checks with insufficient funds will be charged the current bank return fee. All events require a \$200.00 security deposit due **10 DAYS PRIOR TO USAGE.**

➤ Deposits will be refunded if:

- The building is left clean and all trash is placed in the back corner by the door
- Restrooms must be free of water collected on the sinks and floors
- No damage is done to building or its contents

➤ Deposits may not be refunded if:

- There is any damage to the building or its contents
- The building and/or community room is not clean of all trash and decor

- If we receive any complaints from Police or neighbors for any reason
- Payments by bad checks
- Any of the usage policies are violated

USAGE RATES:

Rental rates are \$50.00 per hour (2-hour minimum) for Westworth Village Residents. \$75.00 per hour for Non-Residents. (Time does include setup and clean-up of facility). **ALL FEES MUST BE PAID 10 DAYS PRIOR TO USAGE.**

APPROVAL:

Applications will be approved by the City Secretary or Administrative Assistant.

INSPECTION:

Note: Our refrigerator does not have a freezer. All food items brought in must be taken home or placed properly in the outgoing trash. Please make sure no liquids are put in the trash to avoid spillage.

Inspection Checklist:

- | | |
|---|---|
| <input type="checkbox"/> Floor swept | <input type="checkbox"/> Floor mopped (if spill occurred) |
| <input type="checkbox"/> Dishes washed | <input type="checkbox"/> Counter space cleared and wiped down |
| <input type="checkbox"/> Trash bagged and left in back corner near door | <input type="checkbox"/> Restroom floor and counters free of water and paper products |

ONLY CHECK REFUNDS GIVEN NO EARLIER THAN 7 DAYS AFTER YOUR EVENT

PRE-RENTAL INSPECTION:

Conditions Noted: _____

Renter agrees to request the community room to be opened and locked up through the Police Dispatcher.

LIABILITY:

Renter hereby agrees and does by this present contract, hold City of Westworth Village harmless from liability arising on the premises by Renter, its guests and/or invitees and further agrees to indemnify City of Westworth Village against any losses whatsoever which may incur during the term of the rental agreement caused directly by the Renter, its guests and/or invitees.

I agree to all terms and conditions set out in this agreement.

Renter's Signature

Date

City Official's Approval

Date

**NO SMOKING PERMITTED INSIDE THE BUILDING
NO ALCOHOL PERMITTED ON THE PREMISES
NO GAMBLING PERMITTED ON THE PREMISES**

Please email your application to: egreubel@cityofwestworth.com or call (817) 710-2502 for more information.