



FACILITY RENTAL AGREEMENT

City of Delta | Parks and Recreation | 970.874.0923 Ext 420 | kristi@cityofdelta.net

Today's Date _____ Phone # _____

Name of Person Responsible _____

Email Address _____

Organization _____ Non Profit # _____

Mailing Address _____

Room Requested _____

Date of Event (1) _____ Time of Event From _____ to _____

Date of Event (2) _____ Time of Event From _____ to _____

Date of Event (3) _____ Time of Event From _____ to _____

Activities Planned _____

Size of Group _____ Caterer Name _____

Room Setup Options (Please Check One)	Describe your room setup:
<input type="checkbox"/> Theater (Chairs set up in rows, like a movie theater)	
<input type="checkbox"/> Classroom (Chairs set up along tables)	
<input type="checkbox"/> Square (Tables set up in a square w/chairs along tables)	
<input checked="" type="checkbox"/> Banquet (Round tables)	

The following equipment may be available for a fee of \$10 each. Please check any items you wish to add.

<input type="checkbox"/> Television (Suitable for small group sizes)	<input type="checkbox"/> Dry Erase Board and Markers
<input type="checkbox"/> Microphone	<input type="checkbox"/> Projector

Room Rental Fees			Room Set-Up Fees		A refundable \$150 damage deposit is charged for kitchen rentals and groups of 100 + Please sign the back of this form!
Facility Area	Non-Profit	Private			
Full Conference	\$35/Hour	\$45/Hour	1 – 20 People	\$15	
Conference A	\$25/Hour	\$35/Hour	21 – 40 People	\$20	
Conference B	\$25/Hour	\$35/Hour	41 – 60 People	\$25	
Kitchen	\$5/Hour + Deposit	\$5/Hour + Deposit	60 – 90 People	\$35	
Activity Room	\$25/Hour	\$35/Hour	91 – 150 People	\$45	
Full Gymnasium	\$60/Hour	\$100/Hour	Half Gym	\$40	
Half Gymnasium	\$40/Hour	\$80/Hour	Full Gym	\$80	
Aerobics Room	\$20/Hour	\$30/Hour			

User Charges	Fees
Room Fee \$ _____ /Hour X _____ Hours	\$ _____
Set-Up Fee	\$ _____
Equipment Fee	\$ _____
Staff Overtime	\$ _____
Total Charges	\$ _____
Damage Deposit	\$ _____

Please initial and sign the following conditions for use:

- All payments must be received at least 10 days prior to scheduled event.
- Cancellations must be made at least 10 days prior to scheduled event.
- Sales of food, beverage, or merchandise are not allowed without prior approval from the City of Delta.
- Alcohol may not be consumed within Bill Heddles Recreation Center.
- Confetti and glitter are not allowed.
- Setup and clean up must be completed within the rented time block agreed to in this contract.
- Upon leaving, renters must put all trash in trash cans and clean up any excessive mess.

I, the undersigned, accept responsibility for the above conditions and agree to make restitution for any damage to City property. I hereby release the City of Delta, its officers, employees, agents, and servants from any and all loss, liability, claims, demands, actions, or causes of action whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility/activities requested herein.

Signature of Person Responsible _____ Date _____

**Please complete this form and email to kristi@cityofdelta.net
or return to Bill Heddles Recreation Center**