

Town of Stratton
Stratton Activities Center Rental Agreement
918 Colorado Ave, Stratton CO 80836

Date Agreement is Signed		Rental Date:	
Event:		Approx. # attending:	
Name:		Phone:	
Address:			
Rental Start Time:		Rental End Time:	
Will Alcohol be present: Yes No		Explain:	
(Please allow for clean up in your rental time. See terms below)			

- a. Kitchen use limited to coffee, cookies, donuts
- b. Special Event Insurance must be purchased through the town insurance carrier for events with alcohol use and/or large events.
- c. \$20 Setup fee for setups after 5:00 p.m. the day before the rental date.
- d. \$100 Full day Setup fee for setups the day before the rental date.
- e. \$10 Cleanup fee for cleanup before 10:00 am on the day after the rental date.
- f. \$100 clean up fee after 10:00 am on the day after the rental date.
- g. \$25 Key Deposit, due when key is picked up, refunded after key is returned.
- h. \$250 Cleaning/Damage Deposit, due when key is picked up, refunded after building has been inspected and all conditions of Agreement have been met.

***Rental Fees are due at the signing of the Agreement. ***Insurance Fees are due upon quote acceptance.
***Deposits are due before Key is picked up.

Rental Rates			
	One Day	Weekly	Total
North Room	\$80	\$320	
South Room	\$300	\$1200	
½ South Room	\$210		
With Kitchen	\$50		
Kitchen Only	\$100		
Entire Building	\$450	\$1500	
Setup Fee	C or D		
Cleanup Fee	E or F		

Deposit: \$275.00

Rental Cost: _____

TERMS: The undersigned individual does hereby make application to rent space in the Stratton Activity Center on the dates and subject to the terms hereinafter set forth on this rental agreement. This individual shall be held individually responsible for the conduct of all persons using the Activity Building during the period of use. The renter agrees to leave the building in the same condition as found at the beginning of the rental. All deposits will be refunded if all keys are returned, no extra cleaning, carpet shampooing, or repairs are necessary as a result of this rental and have met all Terms & Rules on the Agreement signed by Renter. If the amount of the cleaning/damage deposit does not cover the costs of the required cleaning and/or repairs, then the Town will require that the Renter pay the additional costs.
Cancellations: Rental fees will be reimbursed in full if canceled at least one month in advance. Half rental fees reimbursed 2-4 weeks in advance. Under 2 weeks, no refund will be issued.

(Please pay deposits with a separate check or cash so it may be returned to you as your refund)

Renter's Signature: _____