

Town of Stratton
Stratton Community Building Rental Agreement
 132 Colorado Avenue, Stratton, CO 80836

Date Agreement is Signed:	
Name:	Phone:
Address:	
Purpose of Rental:	Will Alcohol be present: Yes No
Rental Date:	Approx. # of people to attend:
Rental Start Time:	Rental Stop Time:

(Please allow for cleanup 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. *\$10 Cleanup fee for cleanup on the day after the rental date.*
 - e. *\$25 Key Deposit, due with Agreement, refunded after key is returned.*
 - f. *\$100 Cleaning/Damage Deposit, due with Agreement, refunded after building has been inspected.*
- ***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.

Deposit: \$125.00

Rental Rates			
	One Day	One Day Per Month Annually	Total
Main Floor without Kitchen	\$40	\$400	
Main Floor with Kitchen	\$50		
Kitchen only	\$30		
Setup Fee	\$20		
Cleanup Fee	\$10		

Rental Cost:

TERMS: The undersigned individual (Renter) does hereby make application to rent space in the Stratton Community Building on the dates and subject to the terms hereinafter set forth in this rental agreement. The individual shall be held individually responsible for the conduct of all persons using the Community 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. The key deposit will be refunded if all keys are returned. If the keys are not returned, the the key deposit shall be retained by the Town. The Renter shall be liable for all damage and cleaning costs for their use of the Community Building. The cleaning/damage deposit may be returned if all conditions, terms and rules of this rental agreement are met by Renter. All or a portion of the cleaning/damage deposit may be retained by the Town if the conditions, terms and/or rules of this rental agreement are violated or if there is extra cleaning, carpet shampooing or required repairs to the Activity Center as a result of the Renter's use of the Community Building. 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.

Cancellation: 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 they may be returned to you as your refund)

Renter's Signature: _____