

Bluff Community Center Rental Contract

Reservations

In order to reserve the Bluff Community Center (BCC) and/or BCC kitchen, renters must sign a rental agreement contract, pay all fees in full by cash, money order, certified check, or personal check, and provide proof of liability insurance, if requested. All checks must be made out to the *Town of Bluff*.

Rates and Services

Community Center for each full day (7am-10pm): \$200.

Community Center for each partial day (5 hours or less): \$125.

Use of Audio Equipment, Microphones, Projectors: This is handled by a separate agreement at a cost of \$25 per day.

Cleaning fee: \$75 full day.

\$40 partial day.

If the BCC is rented for consecutive days, the cleaning will be done at the conclusion of the rental. Minimal cleaning will be done (bathrooms) during the rental period.

Check-out

Renters are expected to take down and put away chairs, tables, etc. All trash is to be taken out and deposited in the designated dumpster or trash bin. The keys are to be returned to the BCC designated representative. It is expected that all renters will be responsible for the appropriate care of the BCC.

Liability

Each renter is required to use the building responsibly and must adhere to federal and state laws, including, but not limited to, fire, safety and health codes. Renters agree to indemnify and to assume full liability for loss, theft and/or property damage or personal injury, and agree to pay for any and all damages to the building, furnishings, fixtures or equipment, whether caused by the renter or any person attending the event. The Town of Bluff is not responsible for any equipment brought onto the property by the renter. Renters dismiss the Town of Bluff from any and all liability attached to the event for which they are renting the Bluff Community Center

Building, kitchen, grills, and/or pavilion and therefore agree to take no legal action against the Town of Bluff, town council members, officers, agents or officials of the Community of Bluff.

Policies

Only designated personnel may open or close the room dividers as they are easily bent and/or broken. Leaning on the dividers or hanging anything from them is prohibited. Wall hangings may be suspended from the picture rail only. Painter's tape may be used to suspend objects on the walls. Only electrical or painter's tape may be used on the floor.

BLUFF COMMUNITY CENTER (BCC) RENTAL CONTRACT FOR PUBLIC AND PRIVATE EVENTS

I/we _____ (print name) agree to abide by the terms of the Bluff Community Center Rental Contract for use of Bluff Community Center.

Address: _____

Phone: (H) _____ (C) _____ Email: _____

Date & Time of Use: _____

Rental Fees: _____ Cleaning Fees: _____

Proof of Liability Insurance, if Needed: _____

Renter's Signature: _____ Date: _____

BCC Representative's Signature: _____ Date: _____

INSURANCE

Insurance must be provided for a special event. It must be specific to the event, or a certificate of insurance with coverage of at least \$1,000,000 per occurrence, naming the Town of Bluff, its officers, employees and volunteers as additional insured. Proof of insurance must be provided before receiving a Special Event Permit. The certificate must also state that coverage will not be canceled without ten days prior written notice to the Town.

Please make checks payable to the Town of Bluff and mail with the completed rental contract to:

Bluff Town Council (BCC), PO Box 324, Bluff, UT 84512.

Email: bluffcommunitycenter@gmail.com.

Call (435)-672-9990 and ask to speak with Malia Collins, BCC/Parks Manager.