



Monrovia Festival & Community Association

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President: Bill Chappel Vice President: Darlene Standeford Treasurer: Michael Moore Secretary: Jane Nicholls Member-at-Large: Judy Brandt

Rental Agreement

Event Space

The Monrovia Festival building is located at 50 Walnut St. in Monrovia, Indiana. It is made up of a large room that will hold up to 100 people and includes a small stage. There is a smaller meeting room for up to 36 people. You will also find a full kitchen with a sink, stove, refrigerator, and plenty of counter space for food prep. We do have some tables and chairs available at no charge to use for your event. There are two restrooms located in the building.

Event Day and Time

On the day before your event, you will be given a code to the lock box located on the East side of the building. The next morning, the building is yours until 11:00 pm the day of your event.

Rental Fees

The Rental Rate for the building will be \$225/day. It will be split into (2) two payments. \$75 deposit will be due within 2 (two) weeks time of the agreement signing. The remaining balance of \$150 will be due (10) ten days prior to the event. If payment is not received, the event will be cancelled and the \$75 deposit, as stated above, will be non-refundable. If Rental is being requested within less than (30) thirty days of the event, full payment of \$225 is due at the time of the rental and non refundable.

Cancellations/Refunds

No refunds of the space rental fees will be paid 30 days prior to an event, as your agreement to rent the building may cause the loss of additional bookings of the building.

Condition of Premises

Renter agrees to:

- ❖ Leave the facility clean, neat, and in working and orderly condition.
- ❖ Sweep/mop all floors. (Broom, vacuum, mop bucket are all available.)
- ❖ The Large room must be spot mopped with water only.
- ❖ Rooms are back in original condition. Anything used is put back in its original place.
- ❖ Empty all trash and replace bags. (Trash bags are in the cabinet under the sink. Dumpster is at the south end of the parking lot.)
- ❖ Check restrooms to ensure they are clean. Lights and water faucets turned off, toilet not left running.
- ❖ Wash all dishes, counters & appliances. Put dishes away when clean.
- ❖ Make sure all lights and appliances are turned off.
- ❖ Tables and chairs are to be cleaned and put back in the closet according to the photo on doors\
- ❖ Place all dirty towels under the sink in the tub provided.

Damages to Facilities

There are surveillance cameras in each room. These are for security purposes and are on during your event. After your event, an inspection of the building will take place ensuring that all items are clean and in their place. If Renter or any of Renter's participants, invitees, and/or any individual(s) on or near the Facilities and Equipment as a result of Renter's use of the Facilities and Equipment under this Agreement causes damage to the Monrovia Festival Building Facilities and Equipment, other than ordinary wear and tear, Renter shall pay any costs associated with repairing the damage and restoring the Facilities and Equipment to their condition prior to Renter's use thereof. Renter's deposit shall be applied to any costs under this Section and Renter will be responsible for any additional costs in excess of the Deposit.

Decor

Renter agrees to:

- ❖ Use only masking tape on walls or floors.
- ❖ Do not take anything out of the building for any reason.
- ❖ Do not take anything off walls, or attach anything to the walls or any part of the building without prior permission.
- ❖ Items may be hung from the ceiling using the clips that are already there.
- ❖ Not bother or remove/move any photos or items you see throughout the building. These photos/items are part of the history of Monrovia and cannot be replaced.

Kitchen Use

The user will be responsible for obtaining all necessary licenses and permits including any required Health department permits for provision of food. Kitchen does not meet requirements for complete on-site food/meal prep.

Advertisement

The sign out in front of the building may be used...but make sure all letters are filed properly after use. Letters and numbers are in file boxes in the kitchen under the bar. If you are holding a public event, we can put an announcement on the sign up to one week before your event. We are also happy to put your event on our public calendar and share it on our Facebook page.

Day of Event

You will be given a code to the lock box located on the East side of the building the day before your rental. The key will be found in this box. This key will unlock the center and North doors only. Once doors are locked at the end of your rental period, the key must be placed in the South door mail slot. If the key is not returned, you will be charged a \$20 lost key fee.

To operate the lock box: Open plastic cover, push down black button at the bottom of the keypad to reset. Enter your code, then pull down the silver button at the top of the keypad to open the door. Once you have removed the key, please repeat the steps to close the key box door.

Compliance with Laws

NO ALCOHOL OR SMOKING ON PREMISES INSIDE OR OUTSIDE!

Renter shall obtain and maintain any necessary permits, licenses, or other forms of permission necessary to use the Monrovia Festival Building. Renter shall not use the space in any manner that would violate local, state or federal laws or regulations. Renter hereby indemnifies Lessor, its officers, directors or other agents for any damages, penalties, fines, suits, actions or other costs (including reasonable attorney's fees) arising out of or in connection with Renters violation of any local, state or federal law, rule, regulation or ordinance related to Renter's use of the Space.

Insurance- Optional

Special Event Liability Insurance is optional for Renters and if purchased is due no later than ten (10) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Monrovia Festival Community Association against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises. If your insurance company does not cover an event, here are suggested liability insurance companies.

www.progressive.com/event-insurance <https://www.geico.com/event-insurance/>

Indemnification

Renter hereby indemnifies and holds harmless Lessor, its employees, officers, directors and agents from any damages, action, suits claims, or other cost (including reasonable attorney's fees) arising out of or in connection with any damage to any property or any injury caused to any person caused by Renter's use of space, including any acts or omissions on the part of the Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify Lessor of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury.