



Building Rental Agreement

THIS AGREEMENT by and between **EPSON CENTER FOR SENIORS** ("Owner"), located at:
1560 North 3rd Street, Laramie, WY 82072

AND

Name of Responsible Party ("Renter")

Address, City, State, Zip

Email:

Phone Number

Room Rental RATES: (fees provided are for up to 4 hours)

Dining Rooms Event Space w/dining tables	East Wing Event Space w/ Dance Floor		Boardroom (Meeting Space)		Craft Room (Activity Space)	Additional Hourly Fees (over 4 hours)
South Side \$250 Occupancy 60	Occupancy 210		Occupancy 12		Occupancy 16 w/table space	
North Side \$250 Occupancy 90						
Entire Room \$450 Occupancy 150	\$200		\$75		\$100	\$50

Event Type: _____

Event Host: _____

Event Date: _____ Start Time: _____ End Time: _____

Number of Guests expected: _____

If the following services are required, they must be noted below by checking and initialing the box.

- | | | |
|---------------------------------|--------------|---------------------------|
| Audio Equipment | Needed _____ | \$25 Additional Cost |
| Use of Kitchen | Needed _____ | \$100 Additional Cost |
| Use of dishes/silver/glassware* | Needed _____ | \$50 Additional Cost |
| *Dishwashing Staff required | Needed _____ | \$15/hour Additional Cost |

Serving Alcohol may be permitted with Eppson Center Executive Director approval; however, collection of money either via entrance fees or sales is unlawful and is not allowed without a permit from the City of Laramie. All laws regarding serving alcohol to minors and serving alcohol to intoxicated individuals apply and must be observed and the organizer of the event must participate in TIPS training. If there is a violation of this policy, you will be required to forfeit your \$500 deposit and will be subject to prosecution.

The parties (Owner/Renter) agree as follows:

Owner hereby grants a limited use of the following space on the event date during the hours specified under this agreement. Renter shall pay to the Eppson Center a total fee of \$ _____, for the use of the Space. The Space shall be provided by the Owner as-is and Owner makes no warranty regarding the suitability of the Space for Renter's intended use.

Renter shall pay to Owner a refundable **Security Deposit of \$500.00** upon the execution of this Agreement. This damage deposit is required and will not be cashed unless necessary. The damage deposit will be returned in full within 48 hours after the event as long as the facility is clean, undamaged, left in good condition and all rules were observed.

Renter shall hold the event on the above stated date during the hours listed and is authorized to use the space to hold the event and for no other purpose. Renter will abide by all rules and regulations set forth in this agreement. Renter has reserved the Eppson Center space above and has no right to additional space within the Facility without direct permission from the Executive Director and additional rental fees. Renter will ensure that their guests remain within the area they have rented and not inhabit other areas of the Center that have not been rented.

Facility Rules

- Renter acknowledges that the Eppson Center for Seniors, Inc. is a NON SMOKING FACILITY. Smoking is not allowed inside the facility and is only allowed on the outside porch on the south side of the building that is equipped with a receptacle to contain ashes and cigarette butts.
- Decorations may be placed in the facility with approval from Eppson Center Staff but must be removed and facility must be returned to its original condition.
- Renter agrees that there will be no activities that put the safety of guests or staff members at risk. We reserve the right to remove anyone from the building who puts our guests or staff at risk.
- Condition and Damages
After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from the Owner. Beyond ordinary wear and tear, Renter shall be responsible for any damage caused by Renter's use of the Space. Renter shall arrange for the repair of any such damage. In the event if Renter does not make any necessary repairs, Owner shall arrange for the same at Renter's expense.
- Renter will be responsible for clearing all trash generated at the event and depositing it in the proper waste receptacles outside of the building within 1 hour following event.

Revocation and Cancellation

Owner shall have the right to revoke the License at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. In the event that Owner revokes the License prior to the Event for reasons other than nonpayment of fees or breach of this Agreement by Renter, Owner shall refund to Renter the full amount paid by Renter in connection with this Agreement, including the entire Deposit. Renter may cancel the Event Rental by notifying the Eppson Center providing thirty (30) days or more notice prior to the Event Date. In such an event, Owner shall refund to Renter the full amount of the Rental Fee. In the event if the Event is cancelled within thirty (30) days of the Event Date, Owner shall have the right to retain the full rental fee.

Assignment

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

Governing Law

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of Wyoming without regard to conflicts of law principles.

Entire Agreement

This Agreement constitutes the entire agreement between Renter and Owner, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

Release and Indemnification

Renter hereby indemnifies and holds harmless the Eppson Center for Seniors, its employees, directors, officers, or members from any damages, liabilities, actions, demands, actions or rights of others, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter's use of the Space, including any acts or omissions on the part of Renter. Renter shall notify Owner 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. Renter agrees to pay reasonable attorney's fees to enforce this agreement should the necessity to file court action become apparent.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

Responsible Party Signature

Date

Eppson Center Representative Signature

Title

Date

Date Deposit Received _____	Check Number _____
Number of tables required _____	Number of chairs required _____