

THE MAIN EVENT LEASE AGREEMENT

The Lessee acknowledges that the agreement has been read and understands the conditions of the agreement for rental of the Sabetha Event Center.

Name of Lessee: _____

Address: _____

Phone: _____

Rental Date: _____

Rental Times: _____ to _____

Type of Function: _____

Payment: There is a \$250.00 deposit due to reserve your date. This is also a damage deposit. The \$250.00 will be returned to Lessee after the event, if there is no damage and the facility has been cleaned. Lessee will be held responsible for damages occurred during your rental. Lessee understands that the Event Center will be cleaned after use and all tables and chairs will be returned to their storage area. Bathroom and all other trash will be collected and placed outside in dumpster.

If you cancel 30 days or more before your event, the deposit will be returned to you. If you cancel less than 30 days before, your deposit will not be returned to you.

The fee for a wedding weekend event is \$450.00, which is due on or before picking up the keys.

Deposit paid on _____

Daily Fee amount and date of payment: _____

Lessee Signature _____

Employee: _____

Deposit returned: _____

THE MAIN EVENT WEDDING RENTAL

Wedding receptions booked for a Saturday will be able to use the facility for decorating and cleanup between the Thursday before the wedding at 1:00PM, through the following Sunday at 5PM, unless a rented event is scheduled prior to rental lease.

Occupancy: 360

Included in rental: Kitchen space, trash bags, bathroom supplies, 500 padded folding chairs, 100 tables with a 5' diameter that will seat up to 8, plus eleven 7' x 30" tables.

The room measures 60' x 90' and the ceiling measures 17' to the rafters. There is some 3' hanging ductwork. There are no outlets in the ceiling. There are uplights for your use.

Alcohol is allowed.

Included in the rental is a precleaning of the facility, furnished by the City.

Lessee is responsible for all cleanup after the event. Cleanup is available through a private agreement between Lessee and Megen Barnes of Sabetha. She will come in after your event and put away all tables and chairs, collect all trash, clean the floors and bathrooms, etc., for a fee of \$250.00. Again, this would be a private arrangement between the Lessee and Megen Barnes. She can be reached at 785-285-8074.

The key to the Event Center will be available for a weekend rental at 1 PM Thursday at City Hall. The \$450.00 rental fee must be paid at that time, if not previously paid.