

TOWN OF CARBONDALE RECREATION & COMMUNITY CENTER

BIRTHDAY PARTY PACKAGE RENTAL

567 COLORADO AVE, CARBONDALE, CO 81623

970-510-1292

This agreement covers leasing of the Carbondale Recreation & Community Center’s Activity Room and East Gym, with the Town of Carbondale as the Lessor, and the signate of the form as the Lessee.

- 1. All Birthday Party Packages Rentals are:
 - a. \$250 plus a \$50 damage deposit.
 - b. A max of 2.5 hours. This time includes the set-up time and clean up time.
 - c. Available Saturdays between 11:30am-4:30pm and Sundays between 10am-4:30pm.
 - d. Based on those stipulations the lease term shall be for:

PARTY DATE	SET UP TIME	PARTY START TIME	CLEAN UP END TIME
Age of Birthday Party Kid:			
Estimated Number of people attending the event:			

- 2. The Lessee agrees to pay Lessor the total rental fee upon the execution of this agreement. All agreements and payments must be completed 24 hours prior to the rental. The lessee understands that we do not hold reservations and the Birthday Party Package is not reserved until payment is made. All parties are on a first come first agreement signed and payment made basis.
- 3. Cancellations made 24 hours prior to the event will be refunded the full rental fee amount paid. Cancellations made within 24 hours of the rental forfeit the full rental fee paid.
- 4. It is understood and agreed that this agreement does not permit the serving and consumption of alcoholic beverages on the premises and no food or drink in the basketball gymnasium.
- 5. The lessee is provided access to the refrigerator freezer to store food and drink. All food and drink will be consumed in the activity room. Any additional use of the kitchen will result in in additional kitchen rental fee.
- 6. Front desk staff will provide access to the tables, chairs and toys. The Lessee agrees to be responsible for the placement of all tables, chairs, and toys for the party and return of said items to the appropriate storage locations after the party.
- 7. Front desk staff will set up, turn on, turn off, fold and store the bounce house.
- 8. The lessee agrees that adults attending the party will are responsible for always watching all kids. Kids will not be allowed to roam unsupervised throughout the facility.
- 9. Lessee agrees to sweep, vacuum, and clean the floors, wipe down tables/and chairs, place tables and chairs that were used in storage racks and put in storage areas. Cleaning shall include removal of any carpet stains, and remove all items brought in, include removal of any trash or recyclable bottles to the trash cans and recycle bins.
- 10. Lessee agrees to pay a \$50 damage deposit. If the room is found to require cleaning a cleaning cost of \$40 per cleaning hour or cost will be removed from the damage deposit. It will also be used to repair or

replace any damaged items or property. If the lessee refuses to pay for any damages, they forfeit the right to future access to the Carbondale Recreation and Community Center. If there are no damages the \$50 damage deposit will be mailed within 30 days to the Lessee at the address provided on this form.

11. Lessee agrees to abide by the times established here and understands their rental may be adjacent to opening or closing of the facility, or other uses of the space and will promptly and efficiently clean up and exit when necessary to accommodate the facility closing or other user groups. The time between the Set up time and Clean up end time are not to exceed 2.5 hours. On the weekends we DO NOT offer additional rental times at an hourly rate.

Total Due: \$300

I (the LESSEE) am at least 18 years of age, have read, understand, and agree to abide by all terms and conditions of this lease agreement executed this date of _____, 2024.

LESSEES NAME (PRINT)

LESSEES SIGNATURE

MAILING ADDRESS: _____

PHONE: _____

E-Mail: _____

For Office Use only:

Payment Date _____

_____ Climbing Wall was left clean and undamaged.

_____ Equipment such as belay devices, harnesses and shoes were returned undamaged.

_____ Cleaning charges were assessed at \$40.00 per hour. Damages were assessed as explained.

\$ _____ Retained \$ _____ Returned Date: _____ Staff Signature _____

Description of Damages:

Description/Purpose for Additional Cleaning: