RESERVATION AGREEMENT FOR SHORT TERM USE OF CITY OF GALLATIN CITY HALL

Name:_____ Phone_____

Address_____ _____
Street City State

_____
Type of Group or Individual (Civic, Charitable, Religious, Governmental, etc.)

_____
Purpose of Room Use (what will the group or individual be doing in the room)

Room Requested: ____History Room ($25) ____Council Chamber ($50)

____Dining Room ($50 during day until 4:30 p.m.; $100 after 4:30 p.m.)

The costs in ( ) represent rental fee for non-profits and government entities only. Private parties will be charged $150.00 for room usage regardless of which room and regardless of the day or night usage.

____Kitchen ($50 per occasion; if a non-profit, then $25 during day, $50 for night use)
Kitchen may only be used in conjunction with an event being held at City Hall

501(c) organizations must submit proof of non-profit status with application to receive the above rates.

Date of Event :_____ Hours to Reserve Room:_____to_____ Event Hours:_____to_____

For Mayor's Office Use Only **Approved by** _____

The applying organization agrees:

1. No alcoholic beverages will be brought into the City Hall by the organization, its members, or guests.
2. The premises shall be left in as good condition as found. Any damages to furniture, walls, floor finish, doors, etc. shall be paid by the applying organization after the reasonable cost of repairs or replacement has been determined.
3. No food shall be served in the Council Chamber.
4. To hold the City harmless as a result of any actions for damages to persons or property during the period that the organization has possession of the property.
5. If using the kitchen, to provide proof in advance of liability insurance in the amount of $1,000,000.00 per occurrence naming the City as an additional insured.
6. To pay, in advance, the rental fee.
7. To pay the costs of any damages, plus cost of collection, including legal fees.
8. City Hall facilities shall not be used for commercial enterprise, private ceremonies, religious ceremonies, profit making activity, or any activity not consistent with the general business purpose of the building.
9. It may be necessary for you to relocate your meeting in the event the City Hall facilities are needed for municipal government purposes.

Signed for the Organization by _____
Title_____
Date_____

Revised 1/18/12 per Resolution #R1201-2