



TOWN OF TALALA

Oklahoma · 102 West Watova Street · Talala, OK 74080 · 918-553-5535

TALALA COMMUNITY ROOM RE-OCCURRING RENTAL AGREEMENT

This contract for the rental of a venue is made this day, _____ by and between The Town of Talala, “Owner” and _____, “Renter”. Whereas, the Renter desired to temporarily rent, occupy, and make use of the Owner’s venue, located at 102 West Watova St. and known as Talala Community Room, and Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated.

Town of Talala Re-occurring/Special Event Rental

\$33 per event Monday–Thursday

Friday – Sunday re-occurring rental upon special request and approval

The following are included in the event rental price for the Community Room Rental:

- Your rental time is booked by the event and should include set-up, event and clean-up.
- We ask that your event conclude by the agreed end time.
- All events should end no later than 11:30 p.m. to allow for “all-out” by midnight.
- Parties who are not “all-out” by midnight will incur a \$250/hour charge.
- Tables
- Chairs
- Projector/screen
- Your vendors are welcome for catering, service, décor, florals etc.

Now, therefore, the parties agree to the following terms and conditions:

- I. VENUE ACCESS:** The Renter shall have re-occurring access to and use of the venue from _____ o’clock to _____ o’clock on _____ (day of the week) from _____ (date) to _____ (date).
- II. RENTAL COST:** The security deposit for the use of the venue described in Paragraph I above shall be \$_____ and is due one (1) week before the first event. The full rental cost of \$_____ is due 2 weeks after the first event.
- III. CLEANING REQUIREMENTS:** Renter shall inspect and clean all bathrooms per checklist posted in the Janitors closet. Renter shall inspect and clean the kitchen per checklist posted in the kitchen.
- IV. REMOVAL OF BELONGINGS:** Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.
- V. WEAPONS:** All weapons including knives and firearms are prohibited from being carried on the property. This includes individuals with a license to carry, unless employed by the Town of Talala for security services.
- VI. SMOKING/TOBACCO USE/ALCOHOL:** The Town of Talala Community Room is a clean air facility. Smoking, electronic cigarettes, any form of Tobacco or alcohol is not permitted on the premises.



VII. DAMAGES OR STOLEN GOODS: The Town of Talala will not be held responsible for any goods or materials brought into the Community Room by renters, outside contractors or attendees that are damaged or stolen while in the Community Room.

VIII. DISPUTES: Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

IX. The Renter assumes the risk of any loss or damage to Renter's property or personal injury, or personal injury to or damage to or lost to the property of any of Renter's employees, guests or invitees. The Renter hereby agrees to indemnify and hold the Town of Talala harmless from any loss, cost or expense incurred by the Town of Talala arising out of the use of the Community Room, including, but not limited to, any and all damage to the Community Room and related facilities and any and all claims for loss to property or personal injury or the death of any person using the Community Room during the term of this agreement.

In witness of their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

A code will be issued with signed contract, and a key is available upon request.

Renter's Signature, Date

Owner's Signature, Date

Printed Name

Printed Name

Renter's Email Address: _____

Renter's Phone _____



Town of Talala Venue Policies

Please review the following policies that pertain to the use of the Community Room. Clients and their vendors are kindly asked to observe these policies.

Access to the Community Room

Preview — You and your vendors are welcome to visit by appointment prior to the event to take measurements, photos and make plans for your day.

Rental Time — The hourly rental includes the hours stated in your agreement on the day of the event. Your set-up/decoration, event, breakdown and removal of décor should occur within these hours.

Deliveries — Vendor/Rental deliveries may arrive the day of your event and must be removed by midnight unless arrangements have been made with venue for pick up by 9:00 am the morning after your event.

Decorating — No nails, adhesive tape, putty, command strips or any other substance is to be affixed to the walls or furniture within the venue. No live flame candles are to be used within the venue.

Kitchen & Clean-up — The delivery area and kitchen are to be used by your caterer and vendors for providing services to your event. Clients accept responsibility for ensuring these areas are left clean by completing or having their caterer complete the clean-up checklist posted in the kitchen. Clean-up and re-crating of rental dishware and/or silverware must be completed by client or caterer. The venue clean-up checklist includes removal of all decorative items, flowers, catering supplies, dishware/drinkware, food, linens and all other items belonging to the client or their vendor. Trash should be bagged in bags supplied by venue and placed in the trash containers. Pizza and other boxes must be removed from the premises.

Event Planning — We ask that guest be considerate in your event plan to include spacing of tables and chairs to facilitate easy traffic through the room. Exit doors may not be blocked. Decorations, lighting choices and placement of DJ equipment should be arranged and secured with safety in mind. No extension cords should be running across the floor in the guest or staff traffic pattern.

Inventory Available

Item	Quantity
5-foot round tables	12
6-foot rectangle tables	10
White folding chairs	102
Clear plastic beverage dispensers	2
Black hot beverage dispensers	2