

HARRISON COUNTY RECREATION COMPLEX RENTAL AGREEMENT
43 RECREATION DRIVE, CLARKSBURG WV 26301 304-423-7800

CONTRACT # _____

SET-UP TIME: _____

EVENT TIME: _____

TAKE-DOWN TIME: _____

NOTE: Any changes in the above times must be approved by the Director for the Harrison County Parks and Recreation Department.

DATE OF AGREEMENT: _____

The undersigned, representing _____ in consideration of the use of the premises owned by the Harrison County Commission and known as the Harrison County Recreation Complex, 43 Recreation Drive (Rt 19 S), Clarksburg WV on _____, between the hours stated above, hereby agrees, on behalf of said individual or organization with the Harrison County Commission as follows:

The facilities checked below shall be used for the following purpose and no other:

	<u>FACILITIES TO BE USED:</u>	<u># of TABLES</u>	<u># of CHAIRS</u>
_____	1 All facility (Rooms AB&C) and patio (does not include kitchen)	_____	_____
_____	2 Kitchen (separate rental)	<u>N/A</u>	<u>N/A</u>
_____	3 Picnic Shelters	<u>N/A</u>	<u>N/A</u>
_____	4 Gazebo	<u>N/A</u>	<u>N/A</u>
_____	5 Firepit Circle	<u>N/A</u>	<u>N/A</u>

This event will be attended by _____ people.

IF YOU EXCEED 4 HOURS YOU WILL BE CHARGED THE 8 HOUR RATE. IF YOU EXCEED 8 HOURS YOU WILL BE CHARGED \$50.00 PER HOUR FOR EACH ADDITIONAL HOUR. YOU WILL HAVE ONE HOUR BEFORE TO DECORATE AND SET UP AND ONE HOUR AFTER TO TEAR BACK DOWN - "AT NO CHARGE"!!!!

**Please
Initial**

1 **PLEASE NOTE:** There will be **no** admission to the building until the time designated above and until the arrival of the authorized representative of said organization. The Recreation Complex curfew is midnight. USER MUST BE OUT OF THE FACILITY BY THE TIME INDICATED ON THE AGREEMENT or additional usage will be taken out of the security deposit or billed if the time exceeds the deposit amount. IF USER IS DETAINED THE HCPR STAFF MUST BE CONTACTED WITHIN ONE (1) HOUR TO ENSURE ENTRY.

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- 2** Thirty round tables (6' diam.) 26 rectangle tables (6' long) and 300 chairs are available for use at the facility on a first come first served paid security deposit basis. No outside tables, chairs, bars or other furniture is permitted. Set up and take down of tables and chairs is included in your fees. **Groups must provide a set up diagram 5-days prior to the event.** Changes to set up are not possible on the day of the event.
- 3** There is a separate special rate of \$25.00/hr. for rental for the purpose of decorating/set-up of weddings and wedding receptions. This time must include all deliveries (i.e. cake, flowers, food) and disc jockey/ band set-up and sound checks.
- 4** All trash, debris and other materials shall be placed in the collection containers provided on the premises.
- 5** Said individual or organization shall pay a deposit fee at the time of signing of the agreement for the use described above. The Recreation Complex will not be reserved until the security deposit is paid and the agreement signed. **ALL OTHER FEES ARE DUE AND PAYABLE 30 DAYS PRIOR TO THE SCHEDULED USE OF THE FACILITY OR THIS AGREEMENT WILL BE VOID.** If booking is made within 30 days of the event, all fees must be paid at the time this agreement is signed. This payment must be made with personal check or money order. Please make checks payable to: Sheriff & Treasurer of Harrison County - Mail/deliver to: Harrison County Recreation Complex - 43 Recreation Drive, Clarksburg WV 26301. ALL RESERVATIONS REQUIRE A 48-HOUR NOTICE BEFORE THEY WILL BE ACCEPTED.
- 6** Said individual or organization shall make a \$ security deposit to cover any damage they make to the premises. **The individual or organization will be required to pay for damages in excess of the security deposit.** The security deposit will be refunded within 15 days if no damages occur, if all trash, debris and other materials are picked up and placed in the collection containers, and if used the kitchen is cleaned. If the fees are not paid 30 days prior to the event (as noted in paragraph 3 above), or if cancellation of the event is made within 30 days of the event, the **SECURITY DEPOSIT WILL BE FORFEITED.**
- 7** Prior to and after your event, you **must** check the premises with the HCPR staff (using a pre-event/ post event check sheet) to determine any damages you may see before your event begins and before you leave the premises. **Security deposit will not be refunded until premises and furniture have been checked for any damage.**
- 8** Nails, tacks, staples and tape will NOT be used anywhere on premises or furniture. Failure to comply with this policy will result in forfeiture of deposit.
- 9** The event described above shall be properly supervised. Youth groups using the facilities for dances, parties and other affairs are required to have **one or more off-duty uniformed law enforcement officer(s) in attendance.** Youth groups shall be required to have **ONE ADULT CHAPERONE PER TEN (10) YOUTHS IN ATTENDANCE.** The County Commission requires **any group to have one or more uniformed law enforcement officer (s) attending for youth events in excess of 20 participants ages 12-18.** Absence of the required number of chaperones and law enforcement officers for youth events will result in forfeiture of the security deposit and cancellation of the event.
- 10** Individuals and/or organizations shall save and hold the Harrison County Commission, employees and agents harmless from any claim of liability. Individuals and/or organizations are required to obtain and maintain Tenant User Liability Coverage in an amount of not less than \$1,000,000 for the use of premises. A Certificate of Insurance listing the Harrison County Commission as an additional insured must be presented 30 days prior to the rental date. Individuals and/or organizations may obtain this coverage from the West Virginia Counties Risk Pool (WVCoRP) through the TULIP option on their website (www.wvrisk.org) or through local local insurance companies.

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- 11** If alcohol is served during the event described above, the undersigned and his/her organization will be held solely and completely responsible for the attendees' behavior. Absolutely no alcohol is to be sold (CASH BAR) at the Recreation Complex. Host liquor liability insurance is included in TULIP for those serving beer wine and alcohol at their event.
- 12** The HCPR staff has the authority to dismiss any user from the facility for inappropriate behavior. The HCPR staff will call the Harrison County Sheriff's Department, if necessary, and appropriate charges will be filed.
- 13** This agreement is subject to cancellation by the Harrison County Commission, with or without notice and liability whatsoever, for any reason deemed appropriate by the Harrison County Commission, or its agent.
- 14** Any and all signs or notices placed upon the premises publicizing said event of said organization shall be subject to the approval of the Harrison County Commission, or its agent, and must be removed from the premises at the time
- 15** This contract must be presented to the HCPR staff for entry to the Recreation Complex.
- 16** THE RECREATION COMPLEX IS A "SMOKE AND TOBACCO PRODUCTS" FREE BUILDING.
(Designated "Outside Smoking Area" provided)
- 17** YOU MUST BE AN ADULT 18 YEARS OF AGE OR OLDER TO ENTER INTO THIS CONTRACT.
PICTURE ID REQUIRED.

I/We agree to all facility rules as posted. All trash, debris and other materials shall be placed in collection containers located at the facility.

Signature of Rental Customer

The undersigned, representing Harrison County Commission Parks and Recreation Department, does hereby approve the use of the facility for above stated purpose. Any additional terms and conditions shall be reduced to writing and attached to this agreement.

Harrison County Commission - Parks & Recreation Department

**** In case of emergency call:
Billy Webb: 304-624-5214 or
Doug Comer: 304-669-9907**

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ALL RENTALS AND DEPOSITS ARE TO BE PAID BY PERSONAL CHECK, MONEY ORDER OR CASHIER'S CHECK MADE PAYABLE TO SHERIFF & TREASURER OF HARRISON COUNTY. NO CASH WILL BE ACCEPTED!

RENTAL FEES INFORMATION

Rental /Security
Deposit Amount _____

Date Deposit Paid _____

How Paid: Money Order _____
 Check # _____
 Cashier's Check _____
 Receipt # _____

Rental Fee: _____

Special Set-Up Fee (if applicable)
(see Item #3 of Rental Contract)
_____ hours @ \$25.00/hr \$ _____

Kitchen Fee: _____

Total Rental Fees Due: _____

Kitchen
Deposit Amount _____

Date Kitchen
Deposit Paid _____

How Paid: Money Order _____
 Check # _____
 Cashier's Check _____
 Receipt # _____

Date Rental Fees Paid: _____

How Paid: Money Order _____
 Check # _____
 Cashier's Check _____
 Receipt # _____

NOTE: DEPOSIT REFUND WILL BE MAILED TO ADDRESS SHOWN BELOW, PROVIDED ALL CONDITIONS OF THE CONTRACT HAVE BEEN MET.

CONTACT INFORMATION FOR AUTHORIZED REPRESENTATIVE*

(Please Print)

Name: _____

Mailing Address: _____

Phone Number(s): _____

*** Rental deposit will be sent to this individual at this address unless other arrangements in writing with the Harrison County Commission Parks & Recreation Department.**

NO INFLATABLE GAMES, SLIDES OR BOUNCE HOUSES ALLOWED!!!

NO SPORTING EQUIPMENT (BALLS, ETC.) ALLOWED INSIDE!