

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

Name _____ Phone _____

Address _____
Street City, State, Zip

User Type (Circle One): Individual Civic Club Non-Profit Business/For Profit Religious Governmental Charitable

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

Room(s) Requested: Dining Room _____ Kitchen* _____ Council Chamber _____

**Kitchen may only be used in conjunction with an event being held at City Hall*

Room Rates:

Council Chamber	\$500
Dining Room	\$500
*Kitchen	\$250

Users are required to present a Cleaning Deposit check for \$250 on the Friday before the event.

The check will not be cashed and will be available for pick on the 1st business day after the event. If the room is not sufficiently cleaned, the Cleaning Deposit check will be deposited on the 1st business day after the event.

Date of Event: _____ Event Hours: _____ Time to open Room: _____

All events must end and building vacated by 10:30 p.m. Unless otherwise requested, the front doors of City Hall will be opened 30 minutes prior to the event for entrance of all parties.

The applying organization/individual understands and agrees:

1. To abide by all policies and procedures for rental of the facility.
2. To ensure no alcoholic beverages will be brought into City Hall by the Organization, its members or guests.
3. 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 user after the reasonable cost of repairs or replacement has been determined.
4. To ensure that no food shall be served in the Council Chamber.
5. 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.
6. To pay the costs of any damages, plus cost of collection, including legal fees.
7. If using the Kitchen, to provide proof in advance of liability insurance in the amount of \$1 million per occurrence, naming the City as an additional insured.
8. To pay all rental fees in advance of event.
9. City Hall Facilities shall not be used for commercial enterprise or profit making activity, or any activity not consistent with the general business purpose of the building.
10. It may be necessary for the event to relocate in the event the City Hall facilities are needed for municipal government purposes.

Signed for the Organization by _____ Title _____

Print Name _____ Date _____

For Mayor's Office Use only Approved By _____