

**CONTRACT AGREEMENT FOR RESERVATION OF
CIVIC CENTER MEETING ROOMS**

HAS PERMISSION TO USE THE

(NAME/ORGANIZATION)

MEETING ROOMS FOR _____

(FUNCTION)

DURING: DATE _____ TIME _____ HRS _____

NUMBER OF MEETING ROOMS NEEDED _____, NUMBER OF PEOPLE _____

THE ABOVE PARTY AGREES TO BE RESPONSIBLE FOR ANY DAMAGES OR INJURIES INCURRED DURING THE TIME OF AGREEMENT. A MINIMUM PAYMENT EQUAL TO THE COST OF A ONE HOUR RENTAL FEE IS REQUIRED. DEPENDING ON THE SIZE OF EVENT AND/OR NUMBER OF PEOPLE, A MAINTAINENCE FEE OF \$50.00 MAY BE REQUIRED. ANY REFUND WILL BE APPROVED ONLY AFTER ROOM INSPECTION AND/OR A CANCELLATION NOTICE IS GIVEN WITHIN 24 HOURS. REFUNDS WILL BE ISSUED WITHIN 10 DAYS AFTER EVENT. ROOMS MUST BE LEFT IN THE SAME CONDITION AS WHEN PARTY BEGAN THEIR FUNCTION. AN EVENT LIABILITY INSURANCE POLICY MAY BE REQUIRED.

HOURLY FEE IS DETERMINED BY RENTAL SCHEDULE. PAYMENT IS REQUIRED FOR HOURS RESERVED. ANY RENTAL BEFORE OR AFTER OUR REGULAR BUSINESS HOURS WILL BE CHARGED AN HOURLY RATE OF \$100.00 PER HOUR. A SET-UP FEE PER ROOM MAY BE REQUIRED—THE FEE WILL BE DETERMINED BY STAFF. CHECK-IN AND PAYMENT ARE REQUIRED AT THE FRONT DESK PRIOR TO RESERVATION TIME.

*****ANY PREPARATION OR CLEANUP TIME YOU MAY NEED SHOULD BE INCLUDED IN YOUR SCHEDULED RENTAL HOURS.*****

ROOMS RENTED-----ROOM 103 _____ ROOM 102 _____ ROOM 101 _____

NO. OF TABLES NEEDED _____ NO. OF CHAIRS NEEDED _____

ICE---CHEST (\$1.00) _____ BIG SLAM (\$5.00) _____ COFFEE--# OF CUPS _____

**PRIOR APPROVAL IS REQUIRED FOR MUSIC IN MEETING ROOMS.
ALCOHOL USE MUST HAVE PRIOR APPROVAL BY GALLATIN CITY COUNCIL.**

RESPONSIBLE PARTY _____ PHONE _____ DATE _____

ADDRESS _____

CITY OF GALLATIN _____ PHONE _____ DATE _____

SETUP REQUIRED: YES _____ NO _____ IF "YES" SHOW ARRANGEMENT NEEDED.

FOR OFFICE USE ONLY: ROOM PAYMENT _____ CK NO. _____ CASH _____
 HOURLY ROOM FEE _____
 ROOM SETUP FEE _____
 AFTER HOURS FEE _____
 TOTAL _____

HOLD HARMLESS AGREEMENT/WAIVER

The undersigned, _____, who has been given permission by the City of Gallatin, Tennessee to use _____ for _____ activities, hereby executes this agreement with the understanding that this release is part consideration for the city allowing _____ the privilege of using _____ and its facilities.

In consideration of the privilege of using _____ of the City of Gallatin, Tennessee on _____, 20__ during the time period from _____, I/We, hereby assume the risk for injuries that may be sustained in pursuit of activities _____ while on the premises and hereby remise, release, and forever discharge the City of Gallatin, Tennessee, and its officers and employees, from any actions, suites, damages, claims, or judgments that may result from any personal injury or other damages sustained while on the premises of the City of Gallatin, Tennessee, or using the equipment of the City of Gallatin, Tennessee, both while using the facility above specified. I/We further relieve the City of Gallatin, Tennessee, and its officers and employees, from any liability for loss or damage to any personal property that may be damaged, lost or stolen while on the premises.

When this release is signed on behalf of an organization by an authorized representative of the organization, the organization agrees that it will hold the city and its officers and employees harmless and indemnify them for any such actions, suits, damages, claims, or judgments.

In cases in which this release is signed by parents or guardians for a child under age 18, the parents or guardians assume the risk of injury to the child, or loss of or damage to personal property and release the city, and its officers and employees, from all claims, suits, damages, or judgments that may result from these injuries or losses that the parents or guardians might have against the City of Gallatin, Tennessee, or its officers or employees.

, IN WITNESS WHEREOF, I/we, _____, have executed this release on this the day of _____, 20__.

(Facility User)

(Parent(s) or Guardian(s), if under age 18)

(witness)

(Releases must be signed by both parents or guardians, if possible)