

Latvian Community Center, Inc.

1008 West 64th Street
Indianapolis, IN 46260

FACILITY RENTAL CONTRACT

Rental Date: _____
Name of Organization _____
Individual in Charge _____
Address _____ Daytime Telephone # _____
Evening Telephone # _____
Type of Function _____ Approx. Start Time _____

The following is requested for the date specified above		Rental Fee
National Hall	\$1300	_____
Riga Hall	\$700	_____
Kitchen	\$100	_____
Lounge	\$150	_____
Grounds	\$100	_____
Projector and Screen	\$100	_____
Sound System	\$100	_____
Security	\$40 an hour	_____
Additional hours beyond 11:00 PM	\$150 an hour	_____
Prior evening set up fee	\$250	_____
After hours attendant	\$150	_____
In order to hold the desired date listed above a non-refundable	Subtotal	_____
down payment (50% of the total rent) is required.	(7%) Tax	_____
The balance is due three weeks prior to your event.	Total	_____

****The Latvian Community Center's liability arising out of any issues associated with the rental of our facility by the party(s) listed in this contract are limited to and will not exceed the total amount of the monies paid toward the rental fees****

FOR OFFICE USE ONLY

Down Payment \$ _____

Paid in Full \$ _____

Date _____

Date _____

Contract # _____

Any rental of the Latvian Community Center is subject to the following terms and conditions and each party that enters into a rental agreement is considered liable for any breach thereof:

- **The premises are considered rented only upon payment in full of the agreed rent.**
- **In the case of cancellation for whatever reason, 50% of the rental fee shall be forfeited.**
- **Premises are rented only from 9:00 AM until 11:00 PM and must be vacated at such time.**
- **The renting party undertakes full and complete responsibility for:**

- 1) damages to property, both real and personal, arising from theft, vandalism, or otherwise, belonging to the Latvian Community Center or persons rightfully on the premises, whether caused by the renter or his/her guests.
- 2) security and peaceful use of premises including security guard(s) hired at the renter's expense, should such be deemed necessary by the Latvian Community Center.
- 3) removal of renter's personal property and clearing of tables upon leaving the premises. The Latvian Community Center does not assume liability for lost, mislaid, or stolen items.
- 4) leaving the kitchen (including appliances) in clean condition.
- 5) any damages and costs resulting in you or your guests flushing any items, other than toilet paper, down the toilets including but not limited to feminine hygiene products and baby wipes.

- **Compliance with Indiana Alcoholic Beverage Laws. Security. Indemnification.**

- 1) By entering into this Agreement, _____ agree(s) to comply with all federal, state, and local laws and regulations governing alcoholic beverages, including, without limitation, Indiana alcoholic beverage laws and regulations as contained in Indiana Code Title 7.1 and Indiana Administrative Code Title 905. In accordance with said laws and regulations, _____ shall:
 - a) obtain all permits required for serving alcoholic beverages at the Event and/or on the Premises;
 - b) ensure that no person under the age of twenty-one (21) is served, consumes, or possesses any alcoholic beverage at the Event and/or on the Premises; and
 - c) ensure that no intoxicated person is served any alcoholic beverage.
- 2) _____ agrees to provide adequate security at the Event to ensure compliance with the laws, regulations, and obligations contained in Section 1) of this Agreement.
- 3) _____ will defend and indemnify the Latvian Community Center, its affiliates and their respective officers, directors, employees, and agents ("Latvian Community Center Indemnified Parties") against any loss, liability, damage, or expense (including reasonable legal fees and expenses) ("Damages"), whether suffered directly by the Latvian Community Center Indemnified Parties or stemming from third-party claims, arising from or relating to a breach by _____ of its representations and obligation in Section 1) of this Agreement and/or a violation or alleged violation of any federal, state, or local law or regulation concerning alcoholic beverages.

I HAVE READ AND AM FULLY AWARE OF AND AGREE TO THE AFOREMENTIONED TERMS AND CONDITIONS.

Signed on the _____ day of _____, _____

Signature of renting party

Printed name of renting party