



**Metro CDC Delavan Grider Community Center**

877 East Delavan Avenue, Buffalo, NY 14215

716-896-7021 Fax: 716-896-7024

**Facility Rental Contract**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Type of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

☐ Multi-Purpose ☐ Gym ☐ Dining Site ☐ Computer Lab ☐ Kitchen Area

**Per Hour Rentals:** Multi-Purpose \$60 Gym \$150 Dining Site \$40 Computer Lab \$80 Kitchen Area \$40

Event Start Time: \_\_\_\_\_ ½ Hour early set up: \_\_\_\_\_

Event End Time: \_\_\_\_\_ ½ Hour clean up: \_\_\_\_\_

**\*Use of the Kitchen for cooking, warming, setup & distribution is an additional \$40 per hour.**

| Secure the Date (Due at signing)<br>Non-refundable Deposit | Room Rate | *Kitchen | Total Rental Amount |
|------------------------------------------------------------|-----------|----------|---------------------|
| \$ 100                                                     | +\$       | +\$      | +\$                 |

**Rules and Regulations**

1. Renter shall be aware that other events are likely to be taking place in the Center at the same time as their event. Each group using the Center is asked to limit their party to the designated area in this rental agreement.
2. All renters must end at the stated time. All equipment and guests must be out of the building at the stated time.
3. The DGCC is not responsible for lost or damaged items.
4. The DGCC is not responsible for ANY supplies needed such as cups, plates, napkins, cutlery, pots, pans, serving utensils, table covers, dish liquid, paper towels, or spices, etc. A 15% above-market rate will apply to those entities who request said materials last minute, if available.
5. The DGCC is not responsible for any setup of decorations. Decorations must not cause damage to walls, paint, floor, ceiling, or property of DGCC. Painter's tape is allowed only.
6. Rental area is to be left in the condition it was found. An excess cleaning fee or equipment repair/replacement will be deducted from the total rental amount, and additional fees will be billed to the renter if costs exceed the total amount.
7. Renter will be notified of the amount within 5 business days of the date of rental and must be paid within 30 days. Failure to remit payment will result in legal action against the renter.
8. Based on the size and number of participants within the renter's said event, a liability insurance waiver must be submitted prior to the event.
9. For events that require liability insurance (including, but not limited to, basketball events, vending events, or other events as determined by the facility), Metro CDC Delavan Grider Community Center must be listed as an additional insured on the liability insurance policy.



**10.** A physical copy of the certificate of liability insurance (COI) must be provided to the Metro CDC Delavan Grider Community Center at least 30 days prior to the event. Failure to provide the required certificate within this timeframe may result in cancellation or denial of the event.

**11.** The DGCC is a smoke-free building. Smoking is not allowed on facility grounds or within 25 ft of the perimeter.

**12.** No fighting, weapons, legal or illegal drugs on the property.

**13.** The renter assumes all legal action taken because of persons consuming alcohol during their event. **NO ALCOHOLIC BEVERAGES ARE TO BE SERVED.**

**14.** Kitchen Regulations: No food, supplies, or waste materials should be left after an event. Discard all leftovers and remove them from the premises when you depart. Do not keep food at the DGCC before or after the contracted time.

Remove all items from the kitchen, and clean all surfaces (in, on, and around the stovetop, oven, sink, and countertops) for final inspection. Staff must sign off and return the deposit. The renter will receive a copy of any excess cleaning charges at the end of their event.

### **Audiovisual Equipment Expectations \$40 per hour**

**1. Equipment Provided:** The facility has audio/visual equipment which may include projectors, screens, microphones, speakers, and related accessories.

**2. Condition of Equipment:** The renter acknowledges that they have inspected the audiovisual equipment and found it to be in good working condition upon taking possession. The renter agrees to operate the equipment in accordance with the provided instructions and any guidelines established by the facility.

**3. Responsibility for Damage:** The renter is responsible for any loss or damage to the audiovisual equipment during the rental period, including but not limited to theft, vandalism, or negligence. The renter agrees to reimburse the facility for the cost of repair or replacement of any damaged equipment.

**4. Technical Support:** The facility may provide technical support during the rental period; however, this is not guaranteed. The renter is responsible for ensuring they are adequately prepared to operate the audiovisual equipment.

**5. Setup and Breakdown:** The renter agrees to adhere to the scheduled timelines for setup and breakdown of the audiovisual equipment. Any delay caused by the renter may result in additional fees.

**6. Liability Waiver:** The renter agrees to comply with all local laws and regulations regarding the use of audiovisual equipment. The renter assumes all risks with use of the equipment.

**7. Compliance with Laws:** The renter agrees to comply with all local laws and regulations regarding the use of audiovisual equipment, including copyright and licensing requirements for any materials presented.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

| Non-Refundable Deposit | Excess Cleaning Fee | Equipment Damage Fee | Overtime Usage | Total Deposit Refunded |
|------------------------|---------------------|----------------------|----------------|------------------------|
| \$                     | \$                  | \$                   | \$             | \$                     |

Close out Inspection Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_

Date Balance Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_