

**GENERAL POLICY STATEMENT:**

The Legends Rec-Plex, when not in use for Parks and Recreation Department sponsored or co-sponsored activities will be made available for a fee to groups for events and activities consistent with the rules and regulations of the Parks and Recreation Department. The Legends Rec-Plex will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies or beliefs. Reservations are on a first-paid, first-served basis and are subject to the approval of the Superintendent of Parks and Recreation. Visitors are responsible for understanding and abiding by all rules and regulations of the Legends Rec-Plex. Not all rules are posted in immediate areas. If a staff member requests your cooperation, please adjust your behavior. If you have questions about a specific policy, please see Rec Plex staff. Legends Rec-Plex reserves the right to cancel, deny or modify facility usage to any group or for any program or purpose which presents a potential safety liability or which appears inappropriate or inconsistent with the Legends Rec-Plex mission or objectives.

**RENTAL RATES AND DISCOUNTS:**

Rental rates are listed on the Rental Fee Schedule. Discounts are available for special circumstances and can be negotiated on a case by case basis, but may include:

1. Members: Will receive a 10% discount on all rental rates.
2. Ongoing or Multiple Rentals within a 1-year period. *\*Multiple room rentals on the same day only count as 1 rental.*
  - a. 5 or more reservations/rentals: 10% discount if paid in advance
  - b. 10 or more reservations/rentals: 20% discount if paid in advance
  - c. 15 or more reservations/rentals: 25% discount if paid in advance
3. Facility Rental outside of normal operating hours: Must pay \$15 per hour for a supervisory staff member to be present.
4. Special Event Package Rates:
  - a. Senior All-Night Parties:
    - \$700 for choice of 3 areas, Additional areas available for \$50 an area.
    - Bottled Soda and Bottled Water will be made available for purchase
    - Fee will include 1 event supervisor who will be present during the event.
    - Will require a \$200 damage deposit.
  - b. Weekend Wedding Package
    - Allows access to Banquet Room and Kitchen from 5:00 pm on Friday thru Sunday at 12:00 pm
    - Facility must be completely vacated by 1:00 am each night.
    - Will require a \$200 damage deposit
    - Package Cost: \$1,600

**RESERVATIONS:**

Reservations for space will be accepted in person, or email, and must be approved in writing by the Rec-Plex Manager or the manager's designated representative. The date is reserved when deposit or payment is received. Reservations may be made a maximum of fifteen months prior to the desired date. Renters must be 21 years of age or older to rent/reserve an area of the facility and must be present for the duration of the rental.

**ROOM CAPACITY:**

The accommodation capacity of each room is listed below:

	<u>Max. Occupancy</u>	<u>Estimated Seating Capacity</u>
Banquet Room:	305	180-200
Classroom	38	36
Fieldhouse	300	Varies
Arena	340	Varies
Activity Room 1	20	6
Activity Room 2	100	Varies
Activity Room 3	26	18
Mezzanine	107	40

## BANQUET ROOM AMENITIES (included with rental)

### Indoor Amenities

- 5,400 square foot main room with vaulted ceiling
- Kitchen with pass-thru window: (2) Ovens, (1) Microwave, (1) Refrigerator, (1) Upright Freezer, 3-bay Sink, Ice Machine
- Men's and Women's Restroom
- Drinking Fountain
- Wall mounted projector screen
- Tables/Chairs:
  - Approximately 12 Rectangular Tables: 30" x 8'
  - Approximately 9 Rectangular Tables: 30" x 6'
  - Approximately 200 folding chairs, 120 stacking chairs
- Electrical Outlets: (4) 20-amp circuits with the following outlets: (10) Main Room, (7) Kitchen, (1) Hallway, (1) Each Restroom
- Handicap Accessible

- Video Display
- Audio System

- Approximately 30 Round Tables: 6' diameter
- Approximately 12 Classroom Tables: 18" x 5'

### Outdoor Amenities

- Open Space – Event Area
- 150-car Parking lot with 6 additional handicap stalls
- (2) Electrical outlets near the patio area
- Outdoor patio with 5 picnic tables
- See other surrounding park amenities at Veteran's Park

## EQUIPMENT RENTAL SCHEDULE (for additional equipment not listed under Banquet Room Amenities):

Legends has media and other equipment available for rent: Smart TV, projection screen, sound system, microphone, easels, podiums, etc. Renters must reserve the equipment 14 days in advance. Please see the attached list and fee schedule for more details. Additional items such as chairs and tables are available for rent. All equipment is rented AS IS and without warranty.

Television Display	\$ 20	8' Rectangular Table	\$ 5
Projection Screen	\$ 20	6' Rectangular Table	\$ 5
Portable Sound System	\$ 20	Chair	\$ 1
In-Room Sound System	\$ 20	Pitching Machine	\$ 10
Microphone	\$ 5	Pitching Mound	\$ 5
Easel	\$ 1		
Podium	\$ 5		
60" Round Table	\$ 5 (seats 6)		
72" Round Table	\$ 5 (seats 8)		

\*Banquet Room, Classroom and Special Rental Packages include tables. All other room rentals may require table rental.

Access to Ice Machine included in Banquet Room with Kitchen rental, \$25 for all other rentals.

**Damage or Theft:** Damage or theft of any of the equipment will result in the Renter being charged the replacement cost of the item or, if the item can be repaired more quickly and less expensive, as determined by the Facility Manager, then the repair costs. This condition is separate from the facility damage deposit.

## EQUIPMENT RENTALS FROM OUTSIDE COMPANIES:

Legends assumes no responsibility for any rental equipment. Rental equipment must be delivered and picked up on the day of the event, unless special arrangements have been made in writing signed by the Facility Manager in advance of the event. Legends will not accept delivery without prior arrangements through the Facility Manager.

## ELECTRICAL REQUIREMENTS:

Power requirements for Legends must be handled by Legends in-house electrical provider. Additional costs will be charged to the group based on the necessary power requirements needed. Arrangements can be made through the Facility Manager.

## STORAGE:

Customers or contractors cannot use Legends public areas or service hallways for storage of supplies or equipment.

## PERSONAL PROPERTY:

Legends will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

**CATERER CONDITIONS:**

When using an outside catering service, professional caterers who work inside Legends (not dropping off food) must provide a valid Food Handler permit, any necessary liquor licenses, a current Business License and proof of liability insurance if serving or selling alcohol and have prior approval by Legends staff. The Renter assumes full liability for any damages caused by caterers, guests or sub-contractors.

**FOOD AND DRINK:**

Food and drink will only be allowed in the following areas:

Banquet Room	Kitchen	Mezzanine	Basketball Arena	Classrooms
Activity Room 3	General Hallways			

No Food or Drink will be allowed in the following areas without special permission:

Fieldhouse	Activity Room 1	Activity Room 2	Fitness Center	Cardio Room
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**COCA-COLA EXCLUSIVITY AGREEMENT:**

Due to Legends’ agreement with Coca-Cola, if beverages are sold or dispersed, they must be Coca-Cola products and must be ordered or purchased through Legends prior to the event. This does not apply to beverage types that Coca-Cola does not offer. This does include any beverages that a caterer may use to create a mixed alcoholic drink. All drink orders must be placed with Manager at least 10 days prior to event and Renter will be responsible for all drinks ordered.

**ALCOHOL SALE OR CONSUMPTION:**

Alcoholic beverages are permitted in the banquet facility and outside patio area. Requests for the consumption of or selling of alcoholic beverages must be made at the time of application. A City of Fulton Alcohol Permit is required (\$10 fee). The alcohol permit allows for the consumption of alcohol on the Legend’s premises. Third party catering businesses that are contracted by a renter to serve or sell alcohol must provide a copy of state liquor license (Retail By Drink Caterer’s License-Spirits, Wine and Beer) and a valid Certificate of Insurance listing the City of Fulton as an additionally insured party and meeting the minimum liability insurance requirements of two million dollars (\$2,000,000.00). A copy of License and Insurance endorsements must be received at least 10 days before the reservation date. Alcoholic beverages may only be sold between the hours of 6:00 am and 1:30 am on weekdays and Saturday. No Sunday sales will be permitted. No alcoholic beverages may be sold to or consumed by individuals under the age of 21. The City of Fulton d/b/a Legends Rec-Plex, in accordance with state law, will possess a current Consumption of Liquor License (Building and Hall Rentals). Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City’s property, or arising off the City property, or as a result of alcohol being available on City property shall be the sole responsibility of the renter, the organization, the licensed caterer, its sponsor and/or adult representative.

**CONCESSIONS:**

Legends reserves the right to offer and sell concession items for all rentals and special events. No outside food or drink may be sold or given away without prior approval by Legends staff. Legends is an exclusive provider of Coca-Cola products and at no time shall any beverages outside the Coca-Cola line of products be sold at the Legends Rec-Plex.

**INSURANCE:**

Legends will require liability insurance for any event that will be selling alcoholic beverages (see policy titled **ALCOHOL SALE OR CONSUMPTION**, for more details). Legends may also require any renter to carry liability insurance coverage and pay for certified security if, in the opinion of Legends staff, the event warrants such requirements. If required, a valid Certificate of Insurance listing the City of Fulton as an additionally insured party and meeting the minimum liability insurance requirements of two million dollars (\$2,000,000.00) coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. This policy also applies to anyone you hire to work inside Legends including caterers, kitchen help, paid decorators, photographers, DJ’s, bands, and all entertainers. **A Certificate of Insurance must be on file with the Facility Supervisor no later than 10 days before the event and must list the City of Fulton as an additional insured.**

**ACCESS TO THE FACILITY:**

Renter will be able to access the facility after hours with an Entry Card. Upon completion of the event, Renter will secure all doors, set the alarm via exterior push button (Banquet Room only), and deposit Entry Card in the drop box at the front door.

Due to safety/liability issues, the renter and guests of the renter shall only occupy the rooms they have rented, with exception of the lobby entrance area and designated restrooms. If you would like to schedule a tour of Legends, please contact the front desk during business hours.

**EVENT SET UP/CLEAN UP TIME:**

Renters must include their setup and teardown time in their scheduled rental time, unless authorization is given in advance for additional time, based on room and staff availability.

For Banquet Room rental, Renter will be responsible for completing the check out form and leaving the form and Entry Card in the drop box located at the front doors of the Rec-Plex.

**If the event exceeds the time period of the rental contract, Staff reserves the right to escort the Renter and all guests from the facility at the scheduled end time and Renter will be liable for twice the hourly rental rate, plus staff overtime charges.**

**If renter is found to stay after their allotted reservation time additional fees will apply.**

**DECORATIONS:**

No staples, tacks, pins, or nails may be used to affix decorations to walls or floors. No adhesive tape of any kind can be used on the room walls, furniture or carpet without prior approval. Glitter, rice, birdseed or confetti will not be allowed in any area. In the event that proper authorization is not received and damage results, the cost of repair and/or replacement will be billed to you. Renter is responsible for installing and removing all decorations during the designated rental times. Candles in approved candleholders are permitted. Renters should familiarize themselves with fire extinguisher locations. Helium balloons are OK provided they are tied securely to something stationary. Due to the high ceiling structures within Legends, there will be a \$10 per balloon removal charge if balloon becomes loose in the facility and rises to the ceiling.

**SIGNS AND BANNERS:**

A maximum of 2 signs in front of a meeting/function room is acceptable. Signage should be of professional quality and approved by Legends staff. No signs, posters, banners, or printed material will be allowed to be pinned, taped, or affixed in any way to doors, walls or ceilings. With prior approval, the Legends maintenance staff will assist with hanging banners/signs.

**CUSTODIAL SERVICES:**

The renter will be responsible for the set up and take down of any rented tables, chairs or equipment. Renter will need to inform Facility Supervisor of the number of tables and chairs needed for the reservation at least 10 days prior to the rental date. All tables and chairs must be returned to their designated cart at the conclusion of the rental. A Custodian Cleaning Cart will be provided to renters in the Banquet Room.

Optional set-up fee is available as an add-on upon request. Fee is set at \$200 for set-up/clean-up.

**MARKETING/PROMOTION:**

For events that will be marketed to the general public or the general public will be invited, the Legends staff must approve all promotional materials or messages, including, but not limited to posters, radio/TV advertising, flyers, social media posts, etc. prior to delivery to public. Failure to get approval can result in cancellation of event and forfeiture of down payment.

The Renter is not to use the City of Fulton logo, Fulton Parks & Recreation logo, or Legends Rec-Plex logo without the consent of said parties.

**ADMISSION CHARGES:**

If the event will require guests to purchase a ticket or pay an admissions charge, this must be communicated to and approved by the Facility Manager at time of reservation. Legends reserves the right to collect 10% of all admission or ticket sales.

**MUSIC POLICY:**

Music groups and D.J.'s must set up before the event and break down immediately following the event. If utilizing equipment other than that supplied or rented through Legends, musicians must supply all of their own equipment: extension cords, amplifiers, microphones, speakers, etc., and are responsible for moving their equipment on and off Legends premises. Legends is not responsible for instruments/equipment left on the premises before or after the event. No music containing foul, offensive or sexually explicit language will be allowed at Legends. It is the responsibility of the renter to ensure that all music played by hired DJ's or musicians is consistent with the values and standards of Legends.

**YOUTH AND TEENAGE EVENTS:**

**Any event where the average age of the participants is under 18 is required to have 1 adult chaperon per 20 juveniles in attendance, at all times.**

**SMOKING RESTRICTIONS:**

Legends is a non-smoking facility, except in Legends parking lot or on banquet patio. All renters are expected to follow this policy and inform and monitor their guests to ensure the policy is being adhered to.

**PET POLICY:**

No pets are allowed on the Legends premises, except for assistance animals.

**PARKING:**

Use of Legends parking lot is included in the facility rental. Legends is not responsible for tickets incurred by guests parking in “No Parking” areas. Overflow parking is available in and around Veteran’s Park, as well as on State and 8<sup>th</sup> Streets. Parking is not allowed on grass areas and violators are subject to being towed or Renter may be financially responsible for damages to the landscape. This includes guest vehicles as well as any delivery/drop off vehicles.

**COMPLIANCE WITH POLICIES & PROCEDURES:**

Groups and individuals who use the rooms are guests of Legends and use of the space should reflect that understanding. Renter agrees to comply with all applicable qualifications, rules, policies and procedures as determined by Legends Administration, as well as all federal and state laws and standards. Renter may obtain a full copy of all Legends policies and procedures from the front desk, or we will forward a copy to you electronically. Failure to comply with policies & procedures and/or directions from facility staff could result in immediate cancellation of the event. This Agreement provides for a revocable license and Legends staff and City personnel reserve the right to escort any person from the premises for safety reasons or failure to comply with any rules or instructions

**DOWN PAYMENT, DAMAGE DEPOSIT AND CANCELLATION POLICY:**

A 25% down-payment, as well as the refundable damage/security deposit and a signed contract are required to reserve any event, lasting more than 4 hours, or for multiple date rentals. The final balance is due 10 days prior to the scheduled start date. The renter and/or authorized representatives will be responsible for any damages done to the facility or equipment during the period of rental, including outside vendors, contractors, and attendees. The Renter will be invoiced and responsible for all damages that are in excess of the security deposit.

**Cancellation:** Should the event be cancelled six (6) months or more prior to the event date, your deposit and/or down payment will be refunded. For cancellations made less than six months prior to the event date, the following refund schedule will apply:

<b>150 - 179 days prior to event:</b>	<b>100% of down payment and 75% of security deposit will be refunded</b>
<b>120 – 149 days prior to event:</b>	<b>50% of down payment and 50% of security deposit will be refunded</b>
<b>60 – 119 days prior to event:</b>	<b>25% of down payment and 50% of security deposit will be refunded.</b>
<b>Less than 60 days prior to event:</b>	<b>No refund of down payment and 25% of security deposit will be refunded.</b>

No refunds will be made when the event is canceled by Legends due to the renter’s noncompliance with the terms of this rental agreement.

**CHANGES TO RENTAL AGREEMENT:**

The elimination/addition of equipment, changes to room selection, or general changes to the rental agreement can be made up to 10 days in advance of the event, subject to availability. Renter will be responsible for 100% of original charges listed in the Rental Agreement plus any additional charges due to changes. The rental amount will not be reduced for any reason.

**UNFORSEEABLE CIRCUMSTANCES:**

Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control that make performance impossible including, but not limited to natural disasters (ex. earthquakes, tornadoes, floods), government authority, acts of terrorism, labor disputes, or any other act outside the control of the Legends Rec-Plex and the signed parties.

**INDEMNIFICATION:**

The Renter, their successors and assigns, hereby indemnifies and holds Legends, the City of Fulton, and their respective officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses to people or property, including reasonable attorneys’ fee and any such fees to enforce this indemnification, for which Legends, the City of Fulton and its officers, directors, members, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter’s use of Legends facilities for the event listed above, and the renter, for itself and all guests, indemnifies, holds harmless, and waives all such claims regardless of whether such claims, actions, damages, or expenses were caused by the negligence of Legends or City personnel.

**MISCELLANEOUS:**

All unpaid charges shall bear interest at 18% per annum from the date due and, in all events, from ten days after any invoice is sent to the Renter. Exclusive jurisdiction for any dispute related to this Agreement or the Facility shall be in the Circuit Court of Callaway County, Missouri, and each party waives the right to a jury trial. If the City or the Facility must enforce this Agreement, then it shall be entitled to its reasonable attorney fees.

**Reservation Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_  
**Rental Area:** \_\_\_\_\_ Banquet Room \_\_\_\_\_ Kitchen \_\_\_\_\_ **Other Area:** \_\_\_\_\_  
**Check-In Time:** \_\_\_\_\_ **Check-Out Time:** \_\_\_\_\_ **Deposit Return** \_\_\_\_\_ Yes \_\_\_\_\_ No Amount \$ \_\_\_\_\_  
**Return Deposit to:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **W9 submitted:** \_\_\_\_\_

*Renter, please initial all areas that apply to your reservation, after they have been inspected and/or completed.*

**STAFF INSPECTION AND NOTES**

- \_\_\_\_\_ Remove trash from grounds around building and/or parking lot. \_\_\_\_\_
- \_\_\_\_\_ Tables and Chairs wiped off and returned to designated carts. \_\_\_\_\_
- \_\_\_\_\_ All personal items removed. \_\_\_\_\_
- \_\_\_\_\_ All decorations removed. \_\_\_\_\_
- \_\_\_\_\_ No holes, tape or marks on walls, ceiling, or floors. \_\_\_\_\_
- \_\_\_\_\_ Restrooms checked, toilets flushed and area is generally clean. \_\_\_\_\_
- \_\_\_\_\_ All Kitchen appliances cleaned and wiped down. \_\_\_\_\_
- \_\_\_\_\_ Kitchen Floor Swept - Mopped if needed. \_\_\_\_\_
- \_\_\_\_\_ All trash placed in designated trash receptacles. \_\_\_\_\_
- \_\_\_\_\_ Any major spills on floor mopped up. \_\_\_\_\_
- \_\_\_\_\_ All audio equipment left in good, working condition. \_\_\_\_\_
- \_\_\_\_\_ Other Equipment left in good, clean, working condition. \_\_\_\_\_
- \_\_\_\_\_ \*All external doors locked, facility adequately secured, alarm set. \_\_\_\_\_
- \_\_\_\_\_ \*\*Key Card and this form left in drop box at front door. \_\_\_\_\_

**\*If external doors are not secured after the event, a fee of \$25 will be retained from the damage deposit.**  
**\*\*If Key Card is not returned by 12:00 pm on the next business day, a fee of \$50 will be retained from the damage deposit.**

Following rental, should the condition of the building, grounds or specific area fail to meet reasonable cleanliness guidelines, a minimum of \$50 will be retained from the damage deposit. Higher fees may be assessed for significant failure to meet cleanliness standards and/or damage done to the property, building or contents of the building. If your group damages the facility, please inform the Legends staff at check-out so repairs can be made as quickly as possible. Renter is responsible for all damages. This facility is owned by the City of Fulton and all rentals are subject to inspection by any City employee during the paid reservation time.

*I have thoroughly inspected the rental area and grounds prior to leaving and have cleaned and left the building in the condition outlined above. I understand I will be financially responsible for clean-up costs in the event the area has not been cleaned appropriately or for any damages to the property.*

\_\_\_\_\_  
 Renter Signature Date Time

**Return this form with the Entry Card. Failure to complete and submit this form will result in forfeiture of deposit.**

**Staff Use:** \_\_\_\_\_ All Closing Criteria met Cleaning/Damage Assessment: \_\_\_\_\_  
 Damaged Area(s): \_\_\_\_\_ Damaged/Missing Equipment: \_\_\_\_\_ Staff: \_\_\_\_\_



# Facility Rental Agreement

808 State St., Fulton, MO 65251 - (573)-592-3190

Date(s) of Event: \_\_\_\_\_ Event or Group Name: \_\_\_\_\_ Non-Profit:  Yes  No  
\*If event/activity requires multiple dates or times, please provide that information in the grey box below.

Time of Event: *Start:* \_\_\_\_\_ am/pm *End:* \_\_\_\_\_ am/pm Estimated Number of Guests: \_\_\_\_\_  
\*Start time indicates arrival at the facility for set-up End Time indicates when your group has cleaned and vacated the facility.

Contact Name: \_\_\_\_\_ Contact E-Mail : \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Area/Room Desired:  Banquet Room  Arena  Fieldhouse  Classroom  Game Room  
 Activity Room 1  Activity Room 2  Activity Room 3  Batting Cage  Turf Field

Indicate Number Needed: \_\_\_\_\_ Chairs \_\_\_\_\_ Round Tables \_\_\_\_\_ 8' Tables \_\_\_\_\_ 6' Tables  
\_\_\_\_\_ Classroom Style Tables

Do you plan to serve alcohol at the event?  Yes  No

Do you plan to have a caterer or DJ at your event?  Caterer  DJ  No for both

Will you be purchasing beverages from Legends?  Yes  No

Will you be renting additional equipment?  Yes  No

If renting Banquet Room, will the Kitchen be required?  Yes  No

Will the general public be invited to this event?  Yes  No If Yes, will admission be charged?  Yes  No

How will your event be marketed or advertised? \_\_\_\_\_

**MULTIPLE DATES/TIMES:** *If Rental involves multiple dates/times, please list complete information below for each day of the week requested:*

DAY 1: Start Date: \_\_\_\_\_ Total Number of Days Needed: \_\_\_\_\_ Time Block: \_\_\_\_\_ - \_\_\_\_\_ am/pm

Day Requested:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat..  Sun.

DAY 2: Start Date: \_\_\_\_\_ Total Number of Days Needed: \_\_\_\_\_ Time Block: \_\_\_\_\_ - \_\_\_\_\_ am/pm

Day Requested:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Please list any Preliminary or Final Set-Up Arrangements: (Numbers/Types of table/chairs needed)

\*All event set-up and tear-down is the responsibility of the renter. Start and End time must include set-up and tear-down; additional used time outside of the reserved hours will be charged accordingly.

Special Consideration/Additional Terms of Agreement:

### Renter Checklist:

- 25% Down Payment
- Refundable Security Deposit (\$50, \$100 or \$200)
- Rental Balance – due 10 days prior to event Alcohol
- Permit if needed (\$1)
- Submitted Advertising materials for approval
- Pick up Entry Card  Return Entry Card and Check-Out Form

**Caterer Requirements** (10 days prior to event):

- Business License
- Food Handlers Permit
- Liability Insurance (\$2,000,000) listing City of Fulton as an additional insured.





# Facility Rental Agreement

Description of Facility or Equipment (to be completed by staff)	Unit Price	Quantity	Total Price	Notes
<b>Grand Total</b>				

**Downpayment Required to Secure the Event - 25%** \_\_\_\_\_

**Beverages Ordered Amount:** \_\_\_\_\_

**\*Balance Due** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

### Damage/Security Deposit

<b>Banquet Room/Fieldhouse/Arena Refundable Security Deposit - \$100 (*4 hours or less)</b>	_____ Received	_____ Date	_____ Staff
<b>Banquet Room/Fieldhouse/Arena Refundable Security Deposit - \$200 (*more than 4 hours)</b>	_____ Received	_____ Date	_____ Staff
<b>All Other Rental Areas Refundable Security Deposit - \$ 50 (*4 hours or less)</b>	_____ Received	_____ Date	_____ Staff
<b>All Other Rental Areas Refundable Security Deposit - \$ 100 (*more than 4 hours)</b>	_____ Received	_____ Date	_____ Staff

I, the undersigned, hereby acknowledge that I have read, understand and agree to all of the terms and provisions of this policy and that services provided under this agreement are expressly limited to those set forth above and that the charges and terms are acceptable. I agree to comply with all applicable qualifications, rules, policies and procedures as determined by the Legends Rec-Plex Administration, and all federal and state laws and standards, as well as all Legends policies for facility use, in effect at the time of the event. I am authorized to enter into this agreement.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
 Renter Signature    Date    Facility Manager    Date

- *Facility Staff Use Only* -----
- |   |   |
|---|---|
| <input type="checkbox"/> Signed Agreement                         | <input type="checkbox"/> Security Deposit    \$ 50    \$ 200    Amount Returned: \$ _____   |
| <input type="checkbox"/> Necessary Licenses or Permits            | <input type="checkbox"/> 25% Down Payment Received    Amount: \$ _____  |
| <input type="checkbox"/> Insurance Certificates                   | <input type="checkbox"/> Balance Due    \$ _____    Date Due: _____    Date Received: _____   |
| <input type="checkbox"/> Alcohol Permit Payment                   | <input type="checkbox"/> Entry Card Returned <input type="checkbox"/> Check-Out Form  |
| <input type="checkbox"/> Approved Marketing/Promotional Materials | _____    _____<br>Manager Signature    Date |
| <input type="checkbox"/> Entry Card Issued                        |   |

