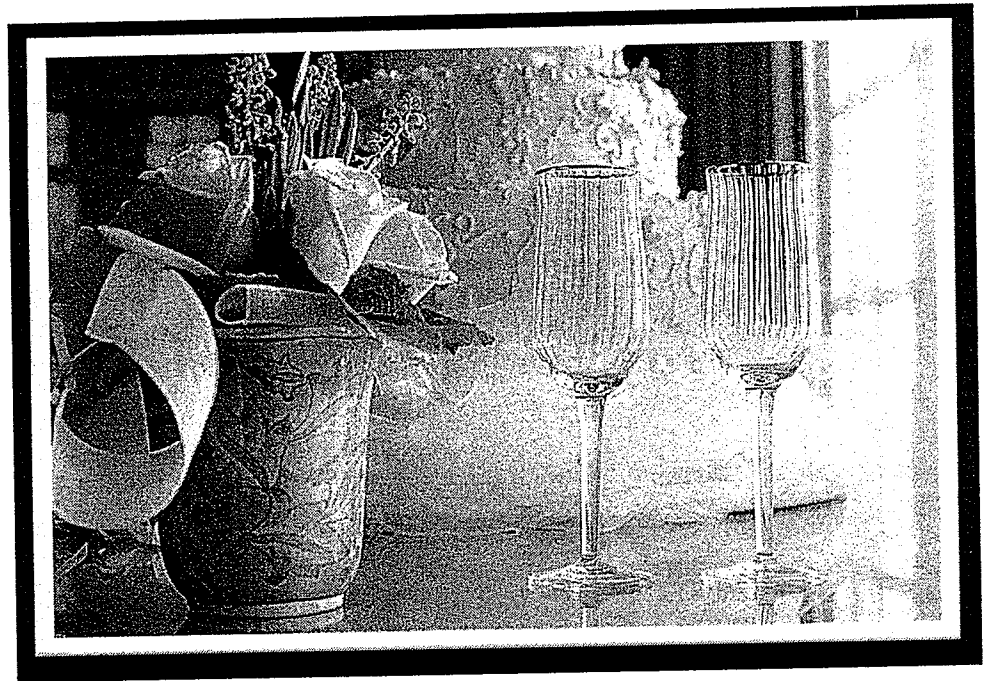


Schergens Center
Celebrate Your Special Day...



1140 31st Street
Tell City, Indiana
(812) 547-5511

SCHERGENS CENTER RENTAL AGREEMENT

The City of Tell City, Indiana, a municipal corporation organized under the laws of the State of Indiana, (hereinafter "Landlord") and, _____, (hereinafter "Tenant") in consideration of their mutual undertakings, agree as follows:

Landlord hereby rents to Tenant, subject to and with the benefit of the terms, covenants, conditions and provisions of this agreement; and Tenant hereby rents from Landlord the following portion of the building known as the Schergens Center, located at 1140 31st Street in Tell City, Indiana: Use of the Multi-purpose Room (gym) for a reception, which will be held on _____. Tenant may have access to the rented portion of the Schergens Center at 5:00 p.m. the Thursday evening before, for decorating and may use the same until 11:59 p.m. on the date being rented.

The Schergens Center has a maximum seating capacity of 298 people; at no time shall more than 298 people be allowed in the Schergens Center, per fire code. The rental fee for the Multi-Purpose Room is \$375.00 plus a \$100.00 (reimbursable) damage deposit, for a total of \$475.00, which is all payable in full at the time the contract, is executed. Checks should be made payable to: "City of Tell City". The rental of the gym area includes a floor covering placed in the gym; set up and take down of tables and chairs, according to the diagram provided by Tenant, and the use of the kitchen facility. Smaller meeting rooms in the Schergens Center rent for \$50.00 per room. Please note that the tables and chairs provided by the Schergens Center cannot be taken outside of the building at any time. **Arrangements must be made** with the City if you are planning to use a tent on the premises so that the underground lines are not damaged by the tent stakes. If Tenant expects more than 298 people, **ARRANGEMENTS MUST BE MADE WITH THE CITY IN ADVANCE** in order to use a tent on the premises. The Tenant must provide all tables and chairs needed for outdoor use as the tables and chairs provided by the Schergens Center **WILL NOT BE ALLOWED OUTSIDE** the Schergens Center.

Tenant shall post with Landlord, on the date of the execution of this agreement, a damage deposit in the amount of \$100.00 (mentioned above). Landlord can apply a portion of the damage deposit, including all of the deposit if necessary, to all excessive expenses it incurs in cleaning and/or repairing the area after the Tenant completes its responsibilities under this agreement. In addition, Tenant agrees to pay Landlord for repairs and/or any additional charges Landlord incurs for cleaning the area after Tenant's rental, in addition to said deposit.

The Tenant shall only use caterers at the Schergens Center from a list approved by the City of Tell City. There will be a user fee of \$0.50 per plate, payable by the caterer to the City of Tell City. The caterer will be responsible for collecting from the Tenant the \$0.50 per plate user fee and, once the Tenant makes the payment to the caterer for the service, it shall have no further obligation for said payment to the Landlord.

If Tenant wishes to have alcohol served at its event, Tenant will be required to hire a caterer, from a list approved by the City of Tell City, which has an Indiana Alcoholic Beverage Commission permit so that the caterer can have appropriately licensed bartenders by the Indiana ABC to provide alcohol at the event.

All decoration items, personal items and trash must be removed from the facility at the end of the event (prior to 8:00 a.m. on Sunday morning). Tenant will be responsible for the removal of all trash and food from the tables, chairs, floors and all areas including restrooms and the kitchen, including any trash created by Tenant on exterior lawns and parking lot. Note that the Tenant must bring heavy 55-gallon trash bags for items being disposed of. All trash must be put in trash bags and be placed in the locked dumpster located in the parking lot at the conclusion of the event. All items belonging to the Tenant must be removed before vacating the property; and the facility, kitchen, equipment and all kitchen utensils must be properly cleaned and stored.

The Tenant shall be allowed to hang or place decorations on the walls, utilizing anchors that have been placed around the walls (tenant will need to provide their own wire). No duct tape is allowed. The Tenant shall not be allowed to use open flames of any type, with the exception being candles contained in glass and/or water. No balloons of any kind are permitted in the facility. No glitter, confetti or silly string/super string products are allowed. No spray painting is allowed anywhere on the premises. No water fountains, ponds, rock gardens, etc. are allowed in the building. No fogging machines will be allowed, as they will activate the alarm system. The Schergens Center is a smoke-free facility.

Landlord and its agents and employees shall have no liability to the Tenant for any injury or damages the Tenant or any third party incurs during the time of the event of the Tenant. Tenant covenants to indemnify and hold harmless the Landlord, its agents, and employees from and against any and all liability, damages, expenses, attorney fees, penalties, actions, causes of action, suits, costs, claims or judgments arising from any injury or death during the rental of the Schergens Center to any persons, or damage to any property in or about the Schergens Center.

The Tenant shall, prior to the execution of this Rental Agreement by the Landlord, provide to the Landlord to the office of the Mayor of the City of Tell City, with a Certificate of Liability Insurance Coverage, showing that the Tenant has Liability insurance coverage for the event for which the Schergens Center is being rented, with a minimum limit of \$1,000,000.00 per occurrence, which names the Landlord (City of Tell City, Indiana) (as an insured party).

If the Tenant notifies the Landlord of a cancellation of an event at least sixty (60) days before the event, the Tenant will be entitled to a complete refund. On the other hand, if the Tenant notifies the Landlord of a cancellation of the event less than sixty (60) days before the scheduled event, Landlord shall be entitled to retain 50% of the total fee as liquidated damages for the cancellation of the event, except that if the Tenant notifies the Landlord of a cancellation of the event seven (7) days or fewer before the schedule event, Landlord shall be entitled to retain the entire amount of the rental fee.

TENANT

LANDLORD

James K Adams, Mayor

Date

Date

Schergens Center

Rules-At-A-Glance

1. TENANT IS OBLIGATED TO READ THE CONTRACT IN FULL.
2. THE CAPACITY OF THE SCHERGENS CENTER IS 298 PEOPLE. AT NO TIME WILL GREATER THAN 298 PEOPLE BE ALLOWED IN THE BUILDING.
3. DO NOT TAKE CHAIRS OR TABLES OUTSIDE THE SCHERGENS BUILDING FOR ANY REASON.
4. DO NOT BEGIN DECORATING PRIOR TO 5:00 P.M THE THURSDAY PRIOR TO THE RECEPTION. NO BALLOONS OF ANY KIND ARE PERMITTED IN THE FACILITY. THEY GET WRAPPED AROUND THE CEILING FANS AND BECOME A FIRE HAZARD.
5. BRING YOUR OWN TRASH BAGS; WE DO NOT PROVIDE THEM (55-GALLON SIZE).
6. CABLE/WIRE FOR STRINGING LIGHTS/DECORATIONS IS NOT PROVIDED BY THE SCHERGENS CENTER. EYEHOOKS ARE POSITIONED ALL AROUND THE PERIMETER OF THE GYM AREA, BUT THE TENANT MUST PURCHASE THE WIRE TO STRING THROUGH THE EYEHOOKS. CLOTHESLINE WIRE OR #12 THHN WIRE, ETC., WORKS WELL. TURNBUCKLES CAN ALSO BE OF HELP.
7. ALL DECORATIONS, FOOD, AND TRASH OF ANY KIND MUST BE COMPLETELY REMOVED FROM THE PREMISES BY 8:00 A.M. ON SUNDAY BECAUSE THAT'S WHEN THE CLEANERS ARRIVE. NO CUPS, LINENS, FOOD, DECORATIONS, ETC., SHOULD BE FOUND ANYWHERE INSIDE OR OUTSIDE OF THE PROPERTY. TRASH BAGS FROM THE EVENT SHALL BE COLLECTED AND PLACED IN THE LOCKED DUMPSTER AT THE CORNER OF THE SCHERGENS CENTER PARKING LOT BEFORE YOU VACATE THE PREMISES (A KEY TO THE DUMPSTER WILL BE LOCATED ON THE KEY RING PROVIDED TO YOU FOR USE OF THE CENTER).
8. ALL ALCOHOL MUST BE REMOVED FROM THE PREMESIS BY 8:00 A.M. ON SUNDAY BECAUSE THE ALTERNATIVE SCHOOL WILL BE IN SESSION FIRST THING ON MONDAY MORNING AT THE CENTER.

Celebrate.....



Schergens Center

Information Packet

Please find the following documents for your review in connection with rental of the Schergens Center for your event.

- Schergens Center Rental Agreement: This is the wording of the agreement you would be signing should you decide to utilize the Center. Please read it carefully.
- Rules at a Glance
- Approved Caterer List: Your caterer/alcohol provider(s) MUST be chosen exclusively from this list. If you have a caterer you would like the City to consider adding to the list, we will discuss it with you, and determine if it is possible.
- Schergens Center Equipment Use/Blueprint of the Schergens Center: The equipment use page provides information regarding the numbers and sizes of the tables we have available for your use. There is no extra charge for use of the tables/chairs; their use is covered in the rental fee for the Center. This document also discusses the use of a tent on the Schergens Center property. The blueprint page shows you a general overview of the layout of the building. You will use these two pages together to determine how many tables can fit into the available space. This will be necessary because you will be drawing and providing me a layout of the tables for YOUR event.
- Sample Table Layouts: There are several pages of sample table layouts. These are just to give you an idea of the various ways you can situate your tables. The layout of the tables is completely up to you; we will lay them out to your specifications. Just be sure that you refer to the Equipment Use page when you design your table layout. For instance, we only have 20 round tables, so you must be certain that your drawing contains no more than 20 round tables, etc. If you need more tables than the Schergens Center can provide, then you can investigate renting more tables from an outside source. In the drawing you will be providing us, all tables should be clearly marked as to whether they are 6' or 8' tables, as you will see in the first table layout drawing provided in this packet.
- Please call Amy Simpson with any questions at 812-547-5511, or email at: secretary@tellcityindiana.com



Celebrate Your Special Day...

Schergens Center - Equipment Use

Any property belonging to the Schergens Center, including all tables and chairs, may NOT be taken outside of the building for any use.

If a tent is to be utilized on the outdoor grounds of the Schergens Center, the tenant will need to coordinate with a vendor to provide the tent, tables, and chairs. No Schergens Center equipment of any kind, including tables and chairs, may be taken outdoors for any purpose.

Per the new Indiana "Call Before You Dig Law", effective July 1, 2009, any stakes placed into the ground must be done so in coordination with local utility providers, allowing the utilities at least 48 hours' notice before any digging begins. It will be the responsibility of the tenant to dial "811" to coordinate the dig.

Tables, available for use indoors only at the Schergens Center, are all 29" tall. Below is a list of the tables available for your use:

8-Foot Tables (Rectangular, 30" wide):	38 Tables (hold 8 people)
6-Foot Tables (Rectangular, 30" wide):	17 Tables (hold 6 people)
60" Round Tables:	20 Tables (hold 8 people)
Cream-Colored Folding Chairs:	300 Chairs

Room Measurements:

Multi-Purpose Gym:	54.3' x 84.3'
Dance Area With Lower Ceiling:	22' x 35'
Side Rooms	22' x 21'
Height of Eye-Hooks for Decorating:	10'

(Tenant will need to provide their own cable/wire to run through the eye-hooks. We recommend no-stretch cable, which can be purchased at a local electrical supply store. Turnbuckles can be purchased at a local hardware store, which enable you to tighten the cable to your exact need, to prevent sagging.)

Please remember that no balloons of any kind are permitted in the facility.

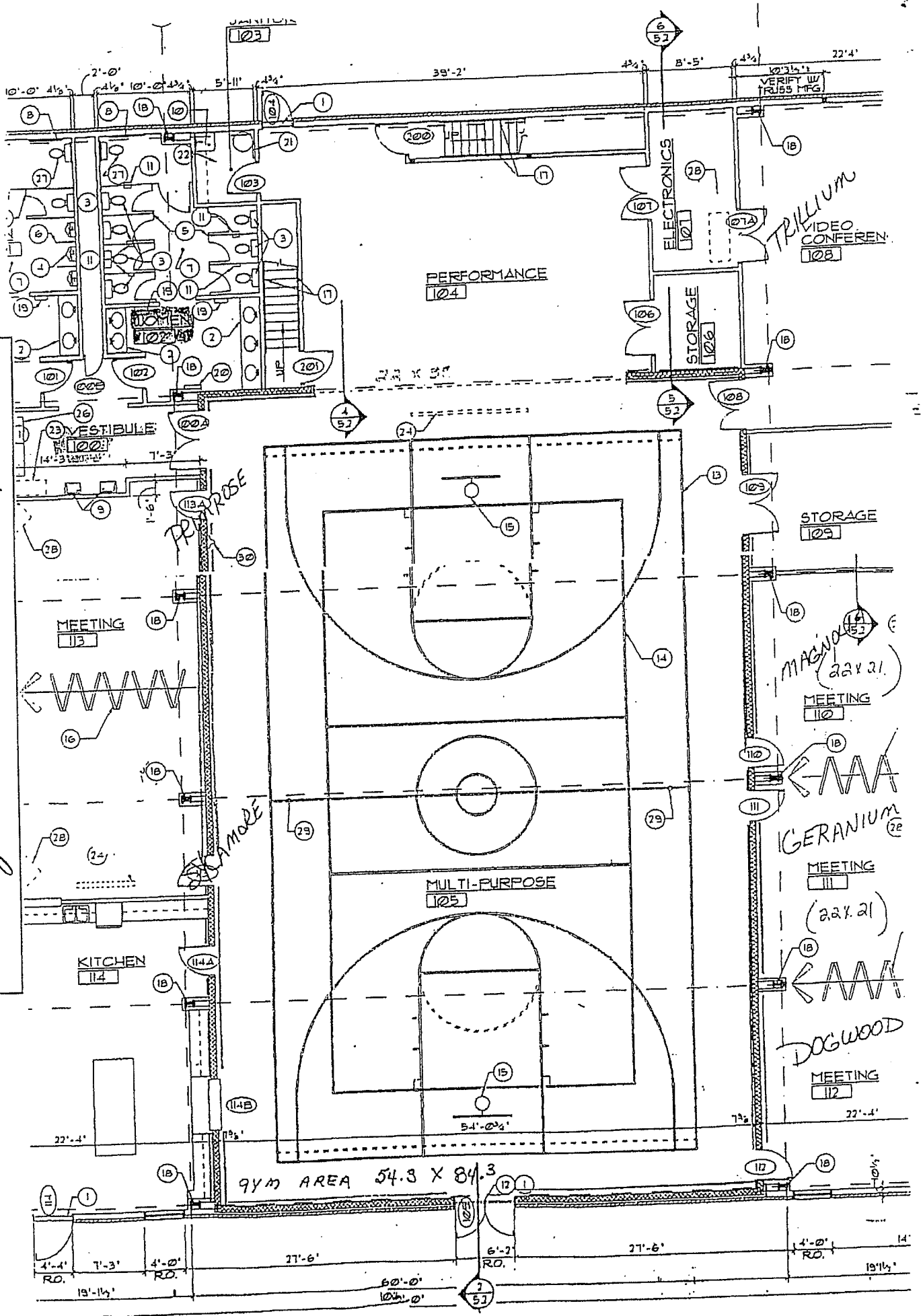
A wedding reception rental will include the multi-purpose gym, dance area, kitchen, foyer, and restrooms. It does not include the use of any side rooms. If use of those rooms is needed, they can be rented at additional cost.

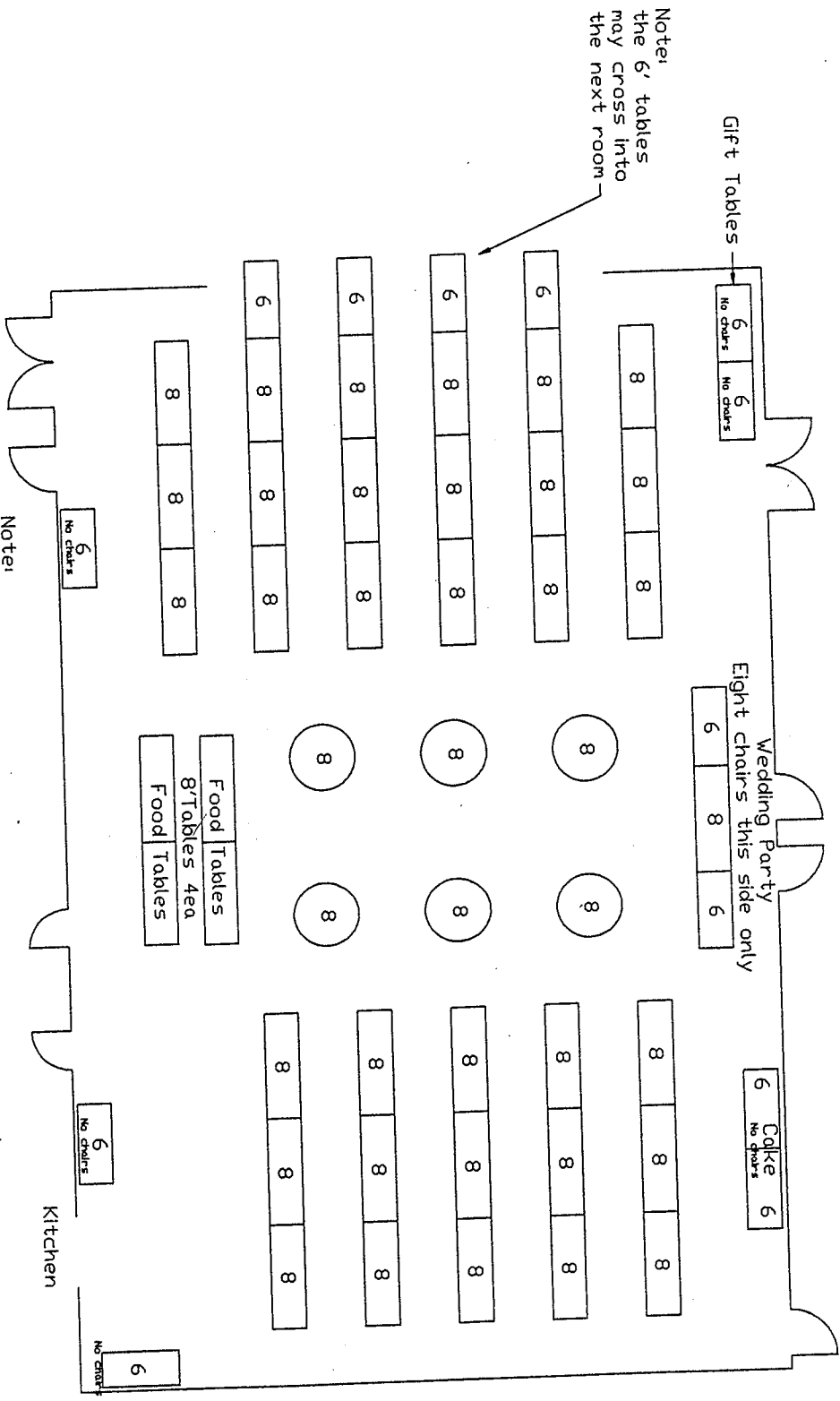
Schergens Center - Approved Caterers

PROVISIONS OFFERED	CATERER	ADDRESS	CITY, STATE, ZIP CODE	PHONE #
ALCOHOL ONLY	ALPINE HOUSE	1112 TELL ST.	TELL CITY, IN 47586	812-547-4000
FULL	BAUERHAUS CATERING	13605 DARMSTADT RD	EVANSVILLE, IN 47725	812-759-9000 800-844-3169
FOOD ONLY	BILL & DAVES' SMOKIN PIT	1527 - 11TH ST.	TELL CITY, IN 47586	812-547-9900 812-547-8007 (Fax)
FOOD ONLY	CANTEEN SERVICE COMPANY	P.O. BOX 1785	OWENSBORO, KY 42302	270-683-2471 270-683-2497 (Fax)
FOOD ONLY	CATERING BY MEYER	6649 S OLD RD 162	HUNTINGBURG, IN 47542	812-367-1690
FULL	THE CHATEAU	6980 E ST RD 62	MARIAH HILL, IN 47556	812-937-4386
ALCOHOL ONLY	HAPPY HOUR SPORTSBAR & GRILL	6679E STATE RD 164	CELESTINE, IN 47521	812-481-2400
FOOD ONLY	LAWSON'S BAR & GRILL	535 W 7TH STREET	CANNELTON, IN 47520	812-566-0096
FULL	MARCY'S RESTAURANT	12194 INDIANA STREET	LEOPOLD, IN 47551	812-455-6797
FOOD ONLY	MILL HOUSE RESTAURANT	1340 MILL STREET	JASPER, IN 47546	812-482-4345 812-482-6773 (Fax)
FULL	NEW BOSTON TAVERN	11884 N. ST. RD. 545	TROY, IN 47588	812-547-5539
FULL	PATIO FOODS INC.	ST. RD. 66, BOX 5	CANNELTON, IN 47520	812-547-4949
FOOD ONLY	SANDER CATERING	5322 E. ST. RD. 164	JASPER, IN 47546	812-634-1018
FULL	SCHNITZELBANK CATERING	409 THIRD AVENUE	JASPER, IN 47546	812-634-2584

Caterers for use at the Schergens Center MUST be chosen exclusively from this Caterer List. Our caterers provide required insurance documentation, as well as food, beverage, and liquor licenses, and county health inspection reports. Note: A designation of "Full" indicates that the caterer may serve food and/or alcohol. If you have a request for a specific caterer not on this list, please call the Mayor's Office at 547-5511.

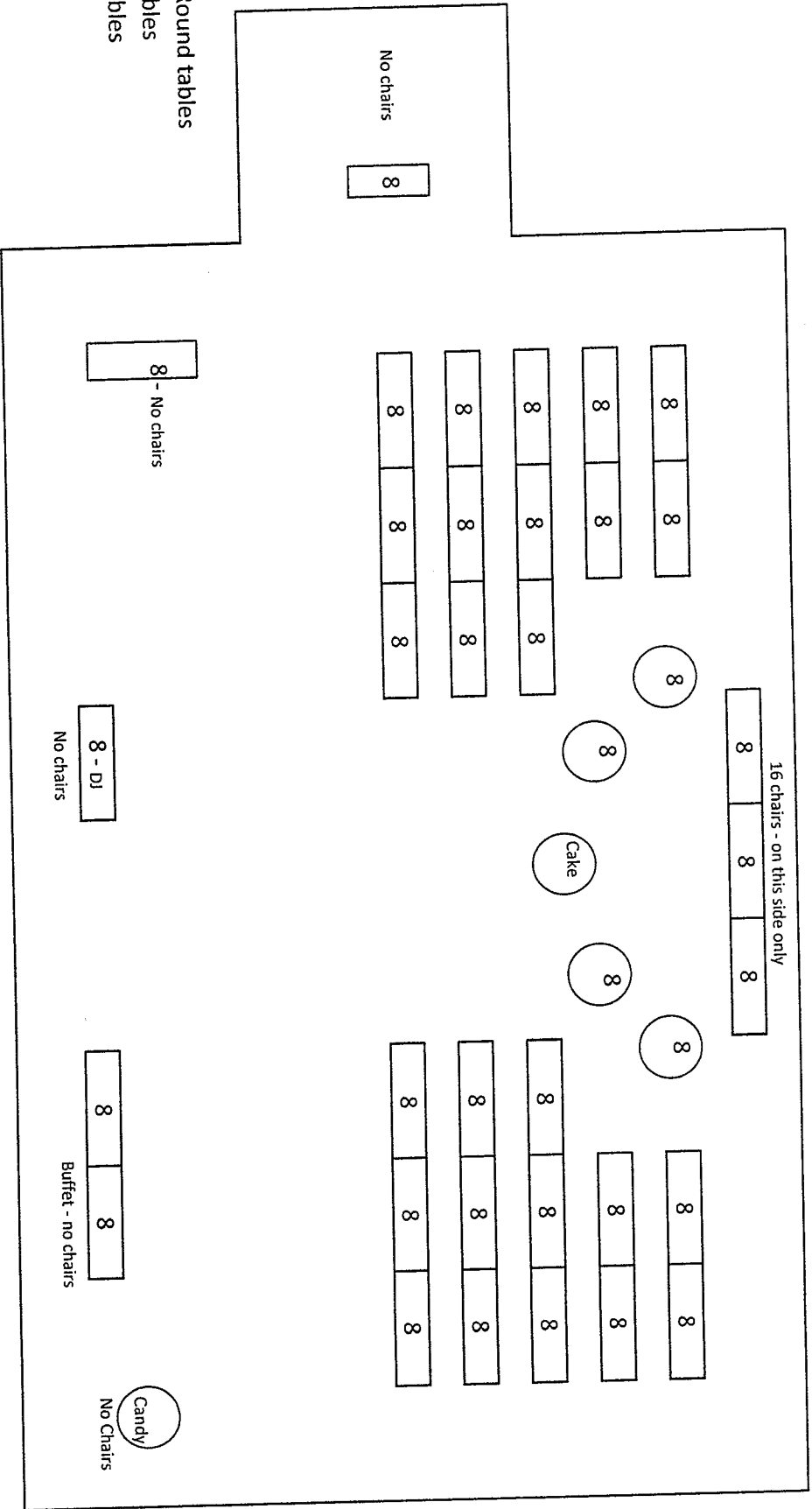
Schergens Center - Blueprint





Note:
the 6' tables
may cross into
the next room

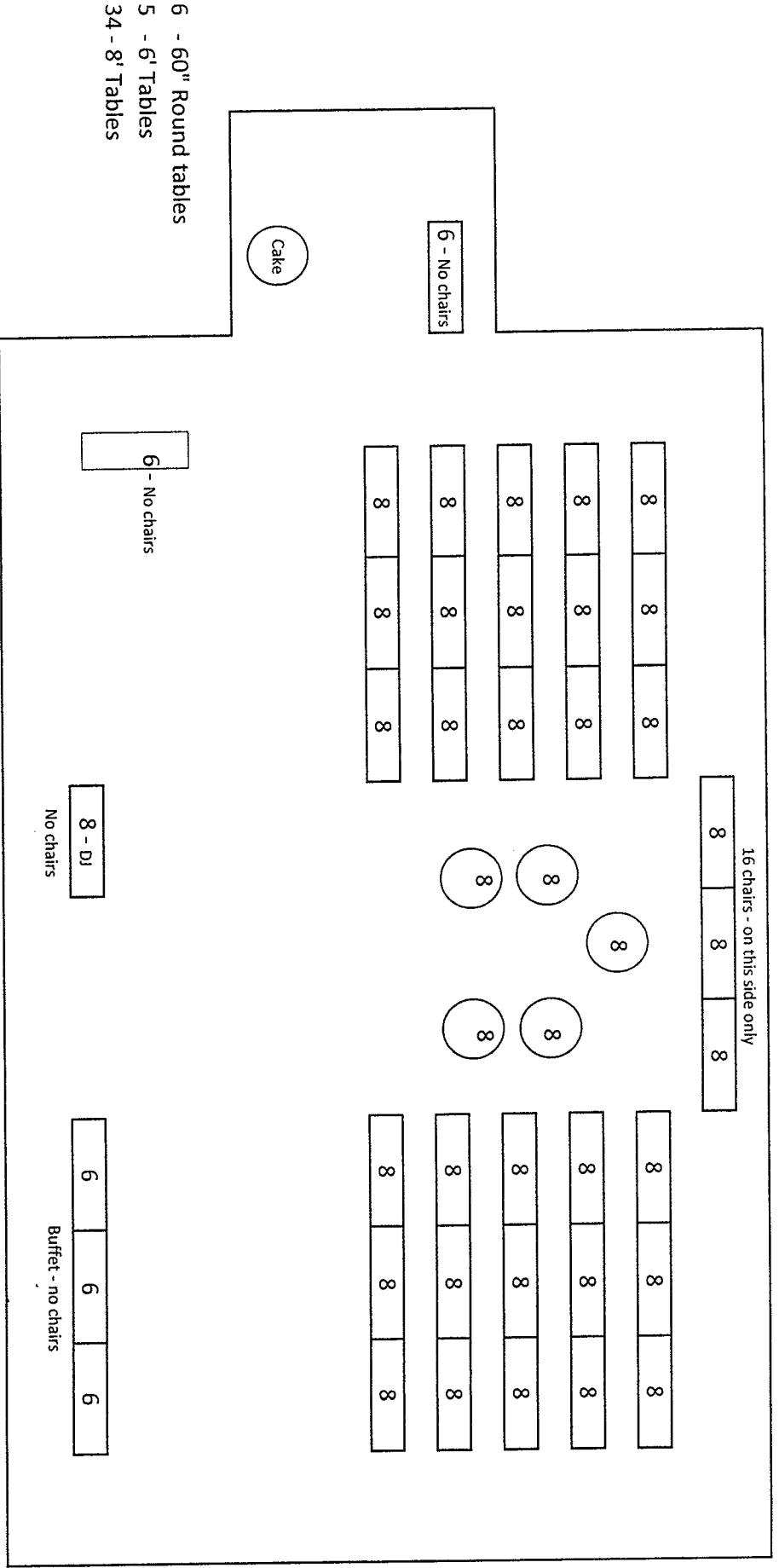
Note:
8' tables get 8 chairs each unless stated different
6' tables get 6 chairs each unless stated different



- 6 - 60" Round tables
- 0 - 6' Tables
- 34 - 8' Tables

Name: _____
 Date of Event: _____
 Total Seats: _____

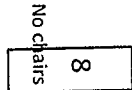
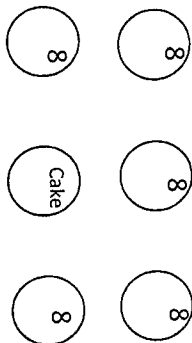
Name: /
 Date of Event: _____
 Total Seats: _____



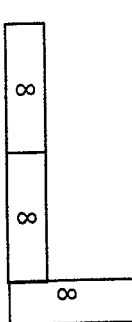
- 6 - 60" Round tables
- 5 - 6' Tables
- 34 - 8' Tables

8 - Gifts

16 chairs - on this side only



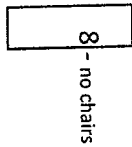
No chairs



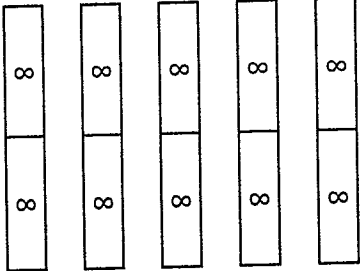
Buffet - no chairs



No chairs



no chairs



6 - 60" Round tables
 5 - 6' Tables
 35 - 8' Tables

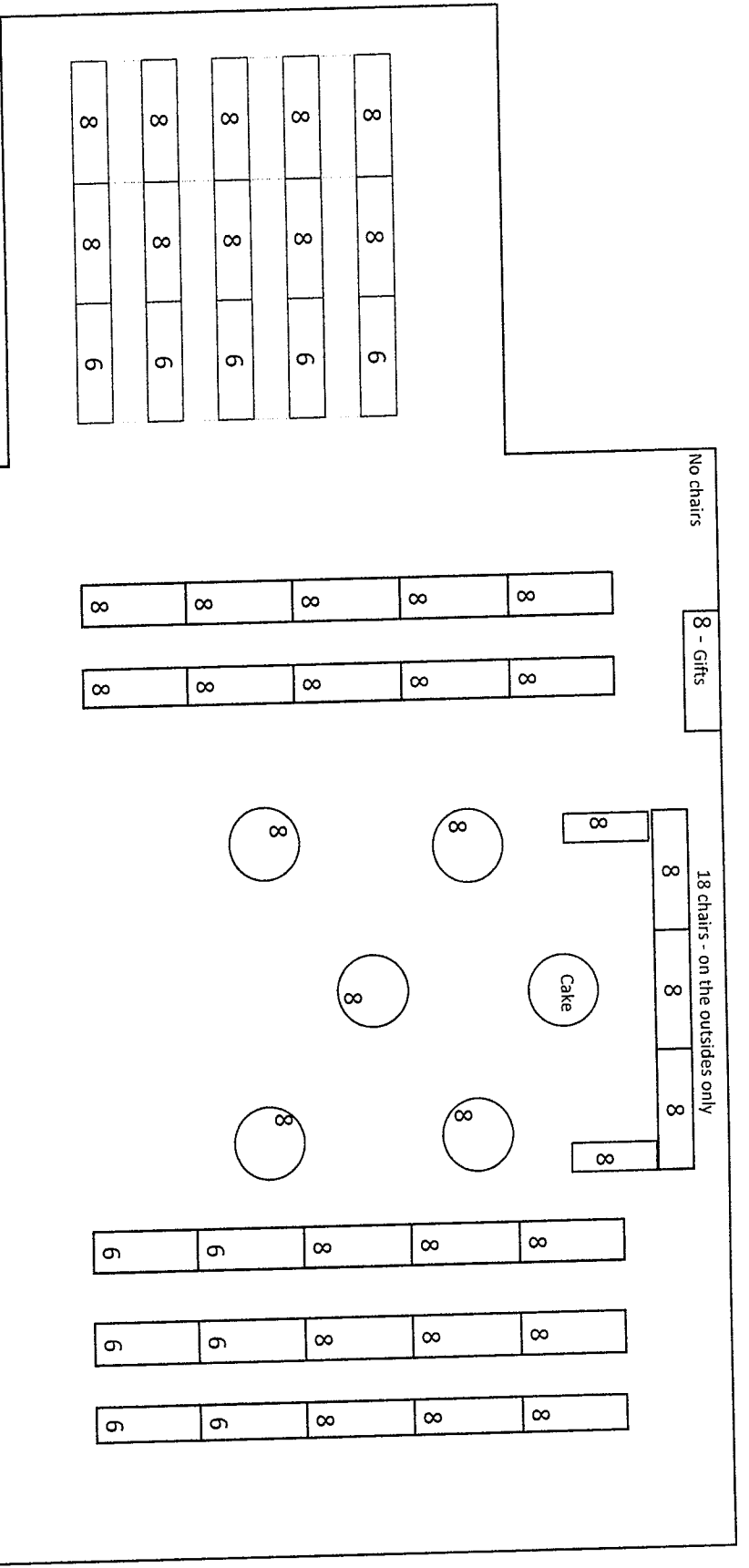
Front Entrance

Kitchen

Name: _____

Date of Event: _____

Total Seats: _____



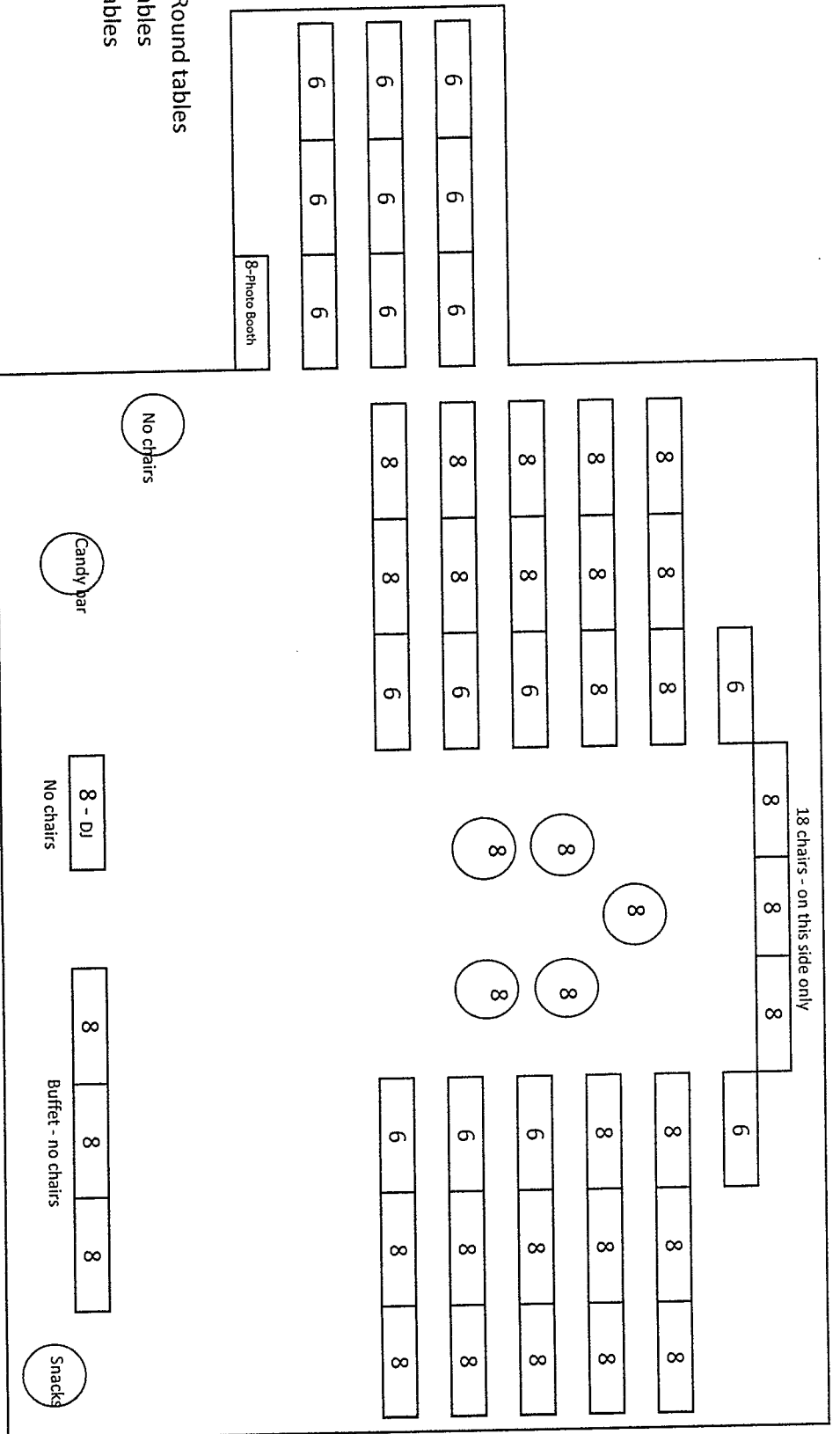
- 6 - 60" Round tables
- 15 - 6' Tables
- 37 - 8' Tables

Name: _____

Date of Event: _____

Total Seats: _____

- 8 - 60" Round tables
- 17 - 6' Tables
- 31 - 8' Tables



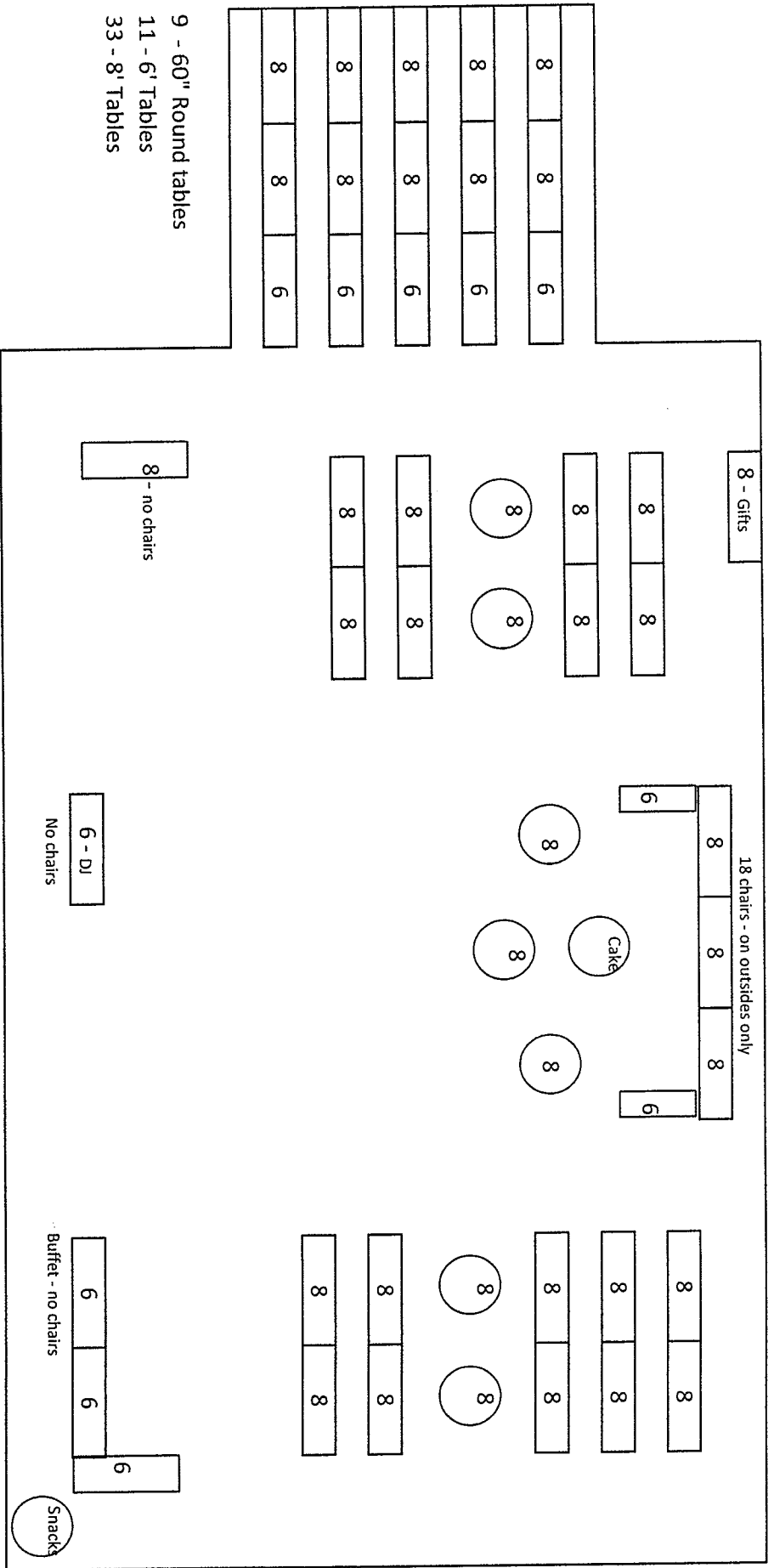
Front Entrance

Kitchen

Name: _____

Date of Event: _____

Total Seats: _____

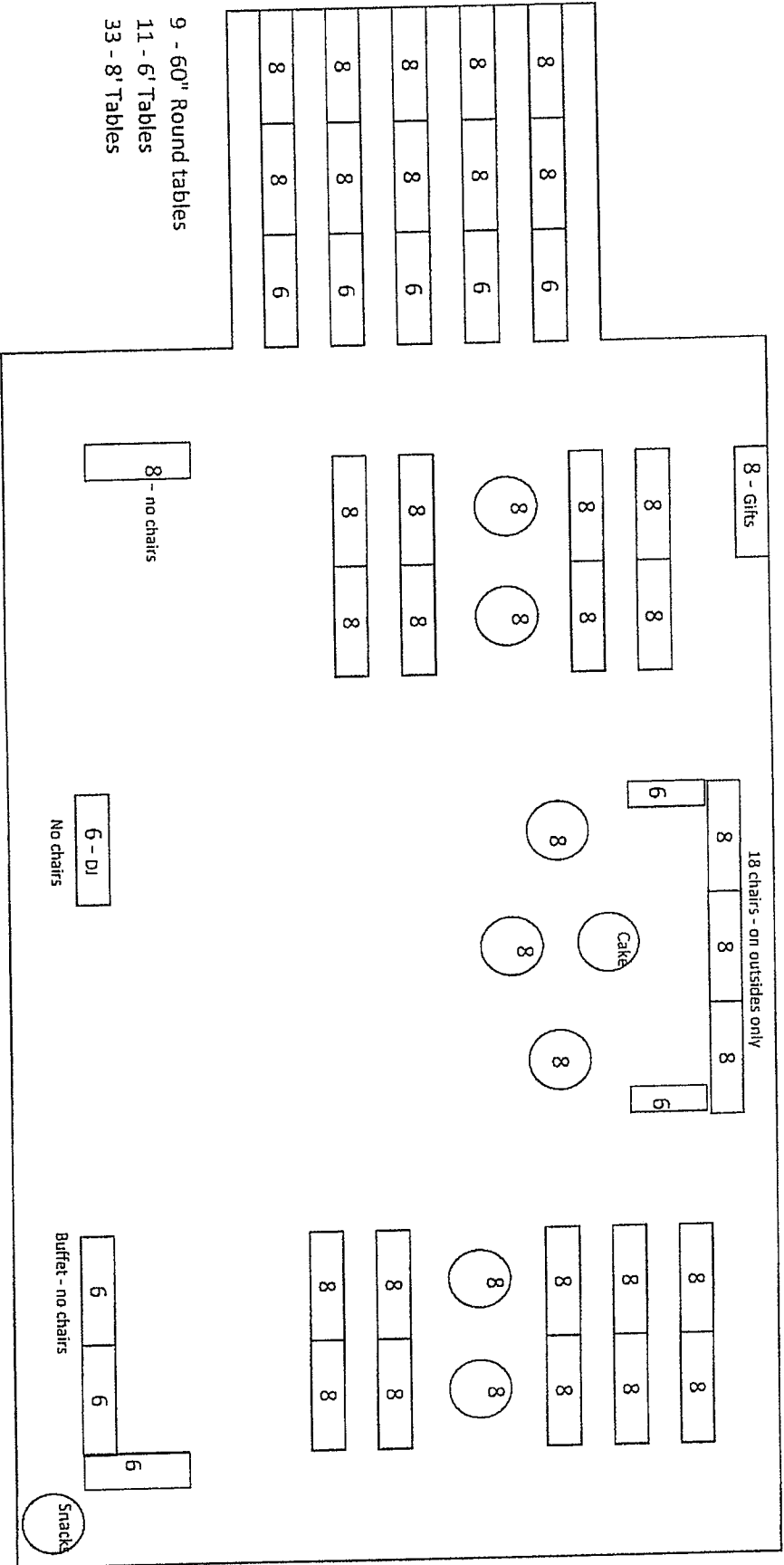


9 - 60" Round tables
 11 - 6' Tables
 33 - 8' Tables

Front Entrance

Kitchen

Name: _____
 Date of Event: _____
 Total Seats: _____



9 - 60" Round tables
 11 - 6' Tables
 33 - 8' Tables

Front Entrance

Kitchen

Name: _____

Date of Event: _____

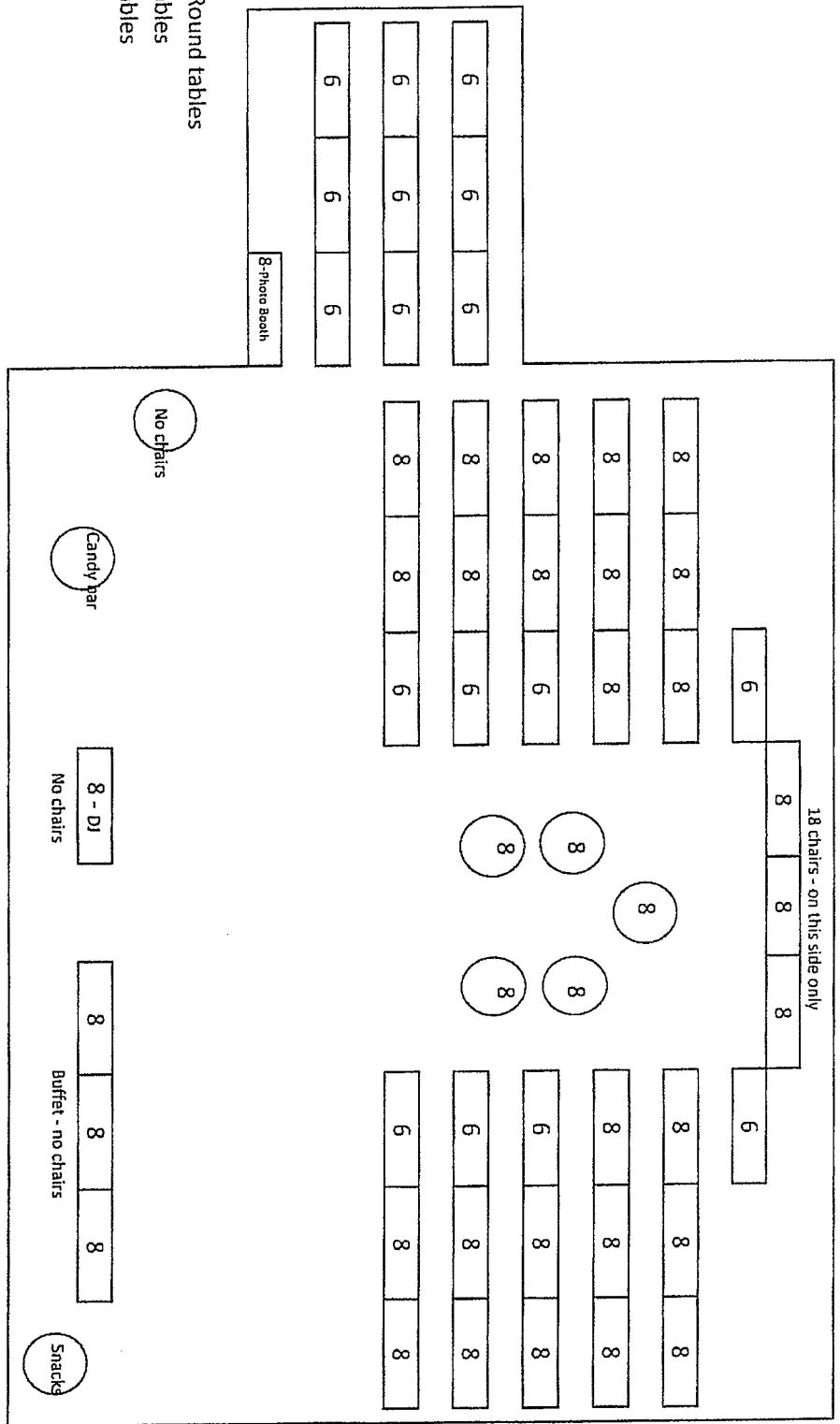
Total Seats: _____

- 8 - 60" Round tables
- 17 - 6' Tables
- 31 - 8' Tables

Name: _____

Date of Event: _____

Total Seats: _____



Front Entrance

Kitchen

SCHERGENS CENTER OF TELL CITY
GUIDELINES FOR ALL CATERERS and/or CATERING SERVICES

“The Schergens Center of Tell City” is located at 1140 31st Street in Tell City, Indiana. This community center is a full use facility that is owned and operated by the Municipality of Tell City and will be leased to private individuals and/or others for receptions, private parties, conferences, etc. These functions could number in size from less than twenty-five (25), to as many as four hundred (400). The City of Tell City intends to make available to those individuals leasing the facility, professional catering services if requested.

Those approved catering services will be required by the City of Tell City to possess the necessary licensing and permitting required to serve food and/or alcohol in Tell City, Perry County, Indiana. Additionally, the City of Tell City will require and maintain on file, from all approved catering services,

1. A copy of the catering service’s Liability Insurance Coverage with a minimum limit of \$1,000,000.00 per occurrence.
2. A copy of the catering service’s Food Safety Permit.
3. A copy of the catering service’s ABC Permit issued by the Indiana Alcohol Beverage Commission.

Additionally, the City of Tell City will require from all approved catering services,

4. The use of heavy disposable plates and/or drinking cups.
5. Provide personnel to be on site at any catered event at the Schergens Center for which they are providing services.
6. All food, paper products, utensils, etc., related to the serving of any and all food or drink must be removed from the facility. All disposable trash must be placed in trash bags and placed in the Schergens Center’s trash disposal unit located on the site.
7. All caterers providing food catering services for functions scheduled at the Schergens Center, will be responsible for the payment of a fifty-cent (\$.50) per plate fee to be paid to the “Schergens Center of Tell City”. Caterer is to pay the “per plate fee” to the City of Tell City no later than ten (10) days following the catered event.

Signature

Date