

SCHERGENS CENTER  
1140 31st Street, Tell City, IN  
RENTAL AGREEMENT

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

Contact Name &/or Organization \_\_\_\_\_

Type of Event \_\_\_\_\_

Expected Number in Attendance \_\_\_\_\_ NOTE: Maximum capacity is 298

Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**Damage Deposit Required**                      **Date Paid** \_\_\_\_\_                      **Amount** \_\_\_\_\_

\_\_\_\_\_ \$200 For Use of Multipurpose Room/Gym

\_\_\_\_\_ \$ 50 For Use of Meeting Rooms

\*If keys are lost or not returned, \$25.00 will be withheld from the deposit.

\*The deposit will not be returned if rules are broken, excess cleaning is required or there is any damage to the building, property, equipment or furnishings. Renter agrees to pay the City for needed repairs and extra cleaning charges incurred in addition to said deposit.

**Facility Rental Payment**                      **Date Paid** \_\_\_\_\_                      **Amount** \_\_\_\_\_

\_\_\_\_\_ \$450 For Use of Multipurpose Room/Gym

\_\_\_\_\_ \$250 Not-For-Profit use of Multipurpose/Gym

\_\_\_\_\_ \$ 50 For Use of Meeting Rooms

\_\_\_\_\_ \$ 75 For Additional Time to Set-up

\*Access to the building for set-up will be at 9:00 a.m. one day prior to the event. If the fee for additional time is paid, then access will be at 9:00 a.m. two days prior to event. Additional time may not be available if there is a previously booked event.

**REQUIRED: Certificate of Liability Insurance Coverage**, showing that the Renter 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 City of Tell City, Indiana as an insured party.

All payments should be made payable to the "City of Tell City". Reservations are not valid until an agreement is signed by both parties and full payment is received. **The City of Tell City reserves the right to cancel reservations in the event of an unforeseen emergency; such as natural disaster, public health emergency, etc. In the event of unforeseen cancellation, the City is not liable for the loss of any deposits or associated costs.**

**GUIDELINES**    **This list may be revised at any time at the discretion of the City of Tell City.**

1. The possession, use or sale of alcohol on the premises is strictly forbidden unless the Renter hires/uses a caterer with the appropriate Alcoholic Beverage Commission license and licensed bartenders to provide services. The City will provide an approved list of food & alcohol Caterer's. Caterer: \_\_\_\_\_ Alcohol Served By: \_\_\_\_\_ No Alcohol \_\_\_\_\_
2. Renter is responsible for setting up and taking down the tables and chairs, which are provided for indoor use only. The renter will need to supply (rent) tables and chairs for any outdoor event.
3. All decoration items, personal items and trash must be removed from the facility at the end of the event (by midnight). Do not leave food or beverages in the refrigerator.
4. The thermostats are pre-set between 68-72 degrees. Do not prop doors open.
5. Turn off all lights in the facility. Lock all doors when leaving facility. Keys must be returned before noon on the first business day following the event.
6. Renter will be responsible for the removal of all trash and food from the tables, chairs, floors and all areas including restrooms and kitchen, including trash on exterior lawns and parking lots.
7. Trash cans are provided. The Renter must provide heavy 55-gallon trash bags for disposal of items. All trash bags must be placed in the locked dumpster located in the parking lot at the conclusion of the event.
8. All tables and chairs need to be clean prior to putting in storage. The facility's kitchen area and equipment must be properly cleaned. Renter shall be responsible for cleaning up any spills before vacating the premises, including the kitchen and restroom area.
9. The Renter may only hang or place decorations on the walls by utilizing anchors currently in place around the walls (Renter to provide their own wire, if needed). No use of tape, command strips, push pins, thumb tacks, putty, staples, or other fasteners to attach items to windows, walls, door frames, or ceilings is allowed.
10. The Renter shall not be allowed to use open flames of any type, with the exception of candles contained in glass and/or water.
11. No balloons of any kind are permitted in the facility. No glitter, confetti or silly/string products are allowed.
12. No spray painting is allowed anywhere on the premises. No water fountains, ponds, rock gardens, etc. are allowed in the building.
13. No fogging machines will be allowed, as they will activate the fire alarm system.
14. An outdoor tent can only be utilized with advance permission from the City; to avoid damage to underground utilities.
15. The Schergens Center is a smoke-free facility and additionally, no smoking is permitted within 8 feet of any outside entrances.

The City and its agents and employees shall have no liability to the Renter for any injury or damages the Renter or any third party incurs during Renter's use or occupancy of the Schergens Center. Renter covenants to indemnify and hold harmless the City, 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.

Prior to the execution of this Rental Agreement by the City, the renter must provide the required Certificate of Liability Insurance Coverage to the office of the Mayor of Tell City

**Cancellation Refund Policy:**

If the Renter notifies the City of the cancellation of an event at least sixty (60) days before the event, the Renter will be entitled to a complete refund.

If the Renter notifies the City of a cancellation of the event less than sixty (60) days before the scheduled event, City shall be entitled to retain 50% of the total fee as liquidated damages for the cancellation of the event.

If the Renter notifies the City of a cancellation of the event seven (7) days or fewer before the schedule event, the City shall be entitled to retain the entire amount of the rental fee.

**Acknowledgment:**

I/We have read, understand, accept and agree to abide by the guidelines for the rental of the Schergens Center. I/We agree that the renter/organization shall be responsible for any damage sustained to the premises as a result of the actions of renters, guests or vendors.

Renter

City of Tell City

\_\_\_\_\_

\_\_\_\_\_

Chris Cail, Mayor  
812-547-5511

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Office Use Only**

Keys Picked Up By: \_\_\_\_\_

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

Date Keys Returned: \_\_\_\_\_

Status of Deposit: \_\_\_\_\_