



**CITY OF JEFFERSONTOWN
THE JEFFERSONIAN
10617 Taylorsville Road
Jeffersontown, KY 40299**

RENTAL AGREEMENT

This agreement entered into this on this the ____ day of _____, 20____ between the City of Jeffersontown, Kentucky, hereinafter called “OWNER” and _____
(Please Print)
hereinafter “RENTER”.

WITNESSETH: That the OWNER hereby rents to the RENTER the following for the period of (rental date)
_____ (8:00 a.m. - 12:00 a.m. EST).

Kentucky Room (Including clean up)	Jeffersontown Resident	Non Jeffersontown Resident	
Security Deposit	\$250.00	\$250.00	
Monday-Thursday	\$175.00	\$200.00	
Friday-Sunday	\$275.00	\$300.00	
Set Up	\$100.00	\$100.00	
Screen and Projector	\$50.00	\$50.00	
Watterson Room (Including clean up)			
Security Deposit	\$750.00	\$750.00	
Monday-Thursday	\$400.00	\$475.00	
Friday	\$725.00	\$875.00	
Saturday	\$975.00	\$1,100.00	
Sunday	\$500.00	\$550.00	
Setup	\$200.00	\$200.00	
Screen and Projector	\$75.00	\$75.00	
Jefferson Room (Including clean up)			
Security Deposit	\$750.00	\$750.00	
Monday-Thursday	\$625.00	\$750.00	
Friday	\$1,075.00	\$1,200.00	
Saturday	\$1,375.00	\$1,550.00	
Sunday	\$750.00	\$800.00	
Setup	\$250.00	\$250.00	
Screen and Projector	\$150.00	\$150.00	
Other			
• 21' x 24' Oak Dance Floor	\$300.00	\$300.00	
• Wired Microphone	\$50.00	\$50.00	
• Clean Up Fee for Donated Usage (see #3)	\$150.00	\$150.00	

TOTAL CHARGES: _____
RENTER DEPOSIT: _____
BALANCE DUE: _____

BALANCE IS DUE 30 DAYS PRIOR TO RENTAL DATE

1. CURFEW - 12:00 a.m. (midnight). The RENTER is responsible for removing all items by midnight. Personal property (food, drink, equipment, decorations, etc.) brought into the building by the RENTER may not be left there after the rental period. The RENTER is required to remove personal property at the termination of the rental period. The OWNER will not be responsible for any items left after that period.

2. The RENTER is responsible for the set up of the room and of the tables and chairs, unless renter has paid an additional fee for table and chair set up, all decorations must be free standing. Decorations are not allowed to be glued, taped or nailed onto the walls or ceiling. NO GLITTER, NO CONFETTI AND NO COMMAND STRIPS.

3. NO COOKING outside of kitchen door.

4. The clean up of the premises is done by the OWNER and is included in the rental fee. However, all garbage is to be put in the dumpster at the rear of the building, do not set any garbage outside the kitchen door. A minimum of \$100.00 fee will be charged for any garbage left in the building or outside the kitchen door. Should rental amount be waived (donated usage), USER (RENTER) shall be responsible for a clean up fee of \$150.00. NO EXCEPTIONS.

5. A security deposit is required in addition to the rental fee and is refundable two (2) weeks following the rental provided the premises are returned to their prior condition and there are no damages or missing items. However, if items are left past the rental period, fifty dollars (\$50.00) a day will be deducted from the damage deposit until such items are removed. Fifty dollars (\$50.00) a day will also be deducted from the security deposit if The Jeffersonian keys are not returned to Jeffersontown City Hall, 10416 Watterson Trail, Jeffersontown, KY 40299 within forty-eight (48) hours of rental period termination.

6. DEPOSIT IS NOT REFUNDABLE IF CANCELLED WITHIN NINETY (90) DAYS OF RENTAL DATE. Balance of rental agreement is due 30 days prior to rental date.

7. It is expressly understood that the premises are to be used for the following purpose and not otherwise:

8. The Renter, after termination of this agreement, will surrender possession of the premises in the same condition as on the date set forth above and if the premises shall be damaged by the action or negligence of the Renter, Renter's agents, employees, patrons or guests, the Renter will pay the Owner on demand such sums as shall be necessary to restore said premise to their prior conditions and compensate the Owner for all such damages. The Renter shall be required to leave the premises in the general state of cleanliness both within and outside the building.

9. The Renter, in the uses of said premises, will conform to all reasonable rules and regulations as may be prescribed by the Owner for the particular rental period and will comply with the City of Jeffersontown Ordinances and the Laws of the Commonwealth of Kentucky and of the United States. If alcohol is served at the event, you are responsible to see that necessary licenses are in place. Please contact Monica Fisher, the Jeffersontown ABC Administrator at (502) 267-8333 with any questions. Yes No

If you answered Yes: License Holder Name: _____ Phone: _____

10. The Renter is responsible for maintaining law and order both within and outside the building at all times.

11. The Renter agrees to hold harmless the Owner and its agents from and against any and all claims, suits, actions, damages and / or causes of action arising during the term of this Agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises and from and against all cost, expenses and liability incurred in and about any such claims the investigation therefore or the defense of any action or process brought thereon and from and against any order and/or judgments that may be entered therein.

12. Renter agrees to follow all rules set forth for crowd size for the room rented at the said City of Jeffersontown facility.

Renter: _____

Agreed to and accepted this the _____ day of _____, 20_____.

By (Renter): _____ Address: _____

City/State/Zip: _____

Phone: Days: _____ Nights: _____ E-mail: _____

CITY OF JEFFERSONTOWN (OWNER)

By: _____

(502) 267-8333

Emergency Name & Number: Debbie Hendrick - (502) 298-2954

Please mail completed Rental Agreement and check payable to:

City of Jeffersontown · 10416 Watterson Trail · Jeffersontown, Kentucky 40299

Attention: The Jeffersonian - Rental Agreement