

CITY OF HAMPTON
RENTAL CONTRACT FOR THE HAMPTON TRAIN DEPOT



Agreements must be completed in person at the Depot or City Hall.
This agreement made and entered into this _____ day of _____ 20____
by and between the City of Hampton acting by and through it is duly
authorized representative, herein called Lessor and _____
hereinafter called Lessee.

PRINT THE FOLLOWING INFORMATION:

LESSEE NAME/individual or group: _____

LESSEE ADDRESS: _____ LESSEE PHONE NUMBER: Home: _____
_____ Work/ Cell: _____

That upon the terms and conditions expressed herein and in consideration of covenants and agreements herein and of the faithful performance by the Lessee of all such covenants and agreements, the Lessor does hereby grant the Lessee the right to use and occupy the following described space and premises, including adjacent parking facilities, located in the City of Hampton.

ROOM REQUEST:

- Depot Community room/Court room -- rental fee is \$ 200.00 (85 person capacity)
 - City of Hampton resident rental fee is \$150.00 (Proof of residency required.)
 - Proof of residency in Hampton (ie-utility bill)

PURPOSE : _____ Number of Attendees _____
(ie ... HOA, banquet, party-birthday, shower, etc.)

TIME OF ACTUAL EVENT : _____ (time you start the event to the end of event)
The Depot shall close promptly at 11:00 pm on weeknights and Sunday;
12:00 midnight on Friday and Saturday nights.

Security Deposit: \$250.00 Check # : _____ All individuals/groups must pay this fee.
*Refundable only if premises are left in a suitable order. ** Must be a separate check from the rental fee.*
*** Make checks payable to: City of Hampton*

Rental Fee : _____ Check # : _____

I have read, understood, and received a copy of the rental rules and regulations of the City of Hampton Community Room/Depot.

Lessee _____ Date: _____

Lessor _____ Date: _____

COMMUNITY ROOM
RULES AND REGULATIONS

1. The use of the community room shall be restricted to purposes which offer community benefits and family events, with the specific use identified on the rental application.
2. The community room shall not be used for any unlawful activity or any activity which may be disruptive, divisive, unlawful or demeaning to the community with the City reserving the right to deny rental for events or functions deemed not to be in the best interest of the common good of the City, and to impose restrictions as deemed necessary.
3. Lessor reserves the right to terminate use of the center and/or refuse rental of the community center facilities to any person, group, or organization that violates the policies and procedures of the community room
4. Lessee shall assume full responsibility for the character, acts, and conduct of all persons admitted to said premises during the term of the rental contract and Lessee shall comply with all laws, ordinances, rules, and regulations of the State of Georgia and the City of Hampton. If a violation occurs and is not immediately corrected, Lessor will terminate the event and no refund will be permitted
5. Renters of the community room may not use the name of the City of Hampton, Main Street Program, Hampton Downtown Development Authority, or the Hampton City Council in advertising or in any other manner that may imply sponsorship or sanction of any event or activity.
6. Signs or notices may be used outside the community center advertising an event or activity with approval by the City of Hampton representative.
7. Fire codes shall be adhered to at all times: including, but not limited to, seating capacity, lobby capacity, and other areas of the center. Fire ordinance allows up to 80 people in the community/court room.
8. Smoking is prohibited inside the community center/depot.
9. Alcoholic beverages are prohibited in the community center and on all city owned property. No alcohol may be consumed outside the community center, in the parking lot, or on the public sidewalks at any time in accordance with Hampton City Code Section 6.3.
10. Cooking is prohibited in the community building.
11. The rented room must be vacuumed and/or swept; all tabletops and chairs wiped clean of debris; trash is to be bagged and place in receptacles at the rear of the community center.
12. A fee may be deducted from you deposit to cover the cost of cleanup and/or damage to the equipment and/or facility with additional payment required for additional expenses incurred by the City of Hampton for clean-up and/or repairs.
13. The Lessee is responsible for all actions of the caterer and should inform the caterer of the rules and regulations concerning the use of the center.
14. The City cannot assume responsibility for items left after the rental time.
15. Candles may be used but MUST be enclosed with a metal or glass holder.
16. No permanent features of the center may be changed by any renting party. No decorations or advertising signs shall be supported by nails, tacks, or screws on walls or woodwork. Any decorations that may be approved shall be non-flammable materials and shall conform to regulations and ordinances of the City of Hampton.
17. It is the responsibility of the renter to verify all dates and factual information for accuracy.
18. Applications for use of community room(s) may be made up for twelve months in advance of the event. No application will be deemed complete, nor date reserved, until all fees are received.
19. The Lessee shall be liable for all damage to the building and equipment and agrees to indemnify and hold the Lessor (City of Hampton) harmless from any claims and/or suits arising out of injury or death to any person or damage to property resulting from use of said building.
20. Should any rental rules be violated, the full Security fees may not be returned.
- *****21. The Police Dept. will unlock and secure the facility after rental.*****