



1795 Ruby View Drive | Elko, Nevada 89801 | Phone: (775)738-3030

Rental Agreement

Applicant or Organization		
Address		
City	State	Zip
1 st Responsible Person	Phone: (H)	(C)
2 nd Responsible Person	Phone: (H)	(C)
Event Date	Day of Week	
Time: from _____ to _____ (You must include time to do your own set up & cleanup.)		
Type of activity	Attendance	

ROOMS RESERVED (Rooms used will be limited to those specified on the application)

ROOM	RATE	HOURS	TOTAL FEE
Building Rental –Includes only rooms with * Building is open at 7am in the morning and everything must be out of the building by 10 pm. Charged by the hour after 10 pm. \$100 per hour.	\$1,500	Flat Fee	
Dining Room (165 people)*	\$100/Hour		
Kitchen (Staff Only & No Cooking Unless Certified)*	\$65/Hour		
Large Activity Room (48 people)*	\$35/Hour		
Medium Activity Room (38 people)*	\$35/Hour		
Patio (60 people)*	\$50/Hour		
Small Activity Room (20 people)	\$20/Hour		

ADDITIONAL RENTAL CHARGES AND REQUIREMENTS

100% Event Fees refunded if cancelled 15 days prior to event. 50% Event Fees refunded if cancelled within 14 days of the event		SUB-TOTAL	
Weekend Cleaning Fee – Friday thru Sunday (nonrefundable if event occurs)	\$100	Flat Fee	
Weekday and Activity Room Cleaning Fee (nonrefundable if event occurs)	\$50	Flat Fee	
Refundable Damage/Security Deposit without alcohol (Refunded according to inspection)	\$250	Flat Fee	DEPOSIT
Refundable Damage/Security Deposit when alcohol is served (Refunded according to inspection)	\$500	Flat Fee	DEPOSIT
Please make check(s) payable to: Elko Senior Activity Program or E.S.A.P.		TOTAL DUE	

Insurance (Commercial General Liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased.)	\$300,000 Liability Policy Required Prior To Event
Liquor License (To be obtained from the City before event)	Required Prior To Event If Alcohol Is Served/Sold To Public

DEPOSIT PAYMENT
 Date _____
 Amount _____
 Cash Received From _____
 Check # _____ Received By _____

PAYMENT
 Date _____
 Amount _____
 Cash Received From _____
 Check # _____ Received By _____

The undersigned hereby makes application to The Terrace at Ruby View, and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant or Organization and agrees that the applicant has received, reviewed, understands and will observe the building Use Policies and Procedures. Applicant agrees to exercise the utmost care in the use of the Center and to waive, release, absolve, indemnify, defend, and hold harmless The Terrace at Ruby View and its employees from all liability resulting from the use of said facility. Applicant further agrees to reimburse The Terrace at Ruby View for any damage from the applicant's use of the facility.

 APPLICANT SIGNATURE

 DATE

Building Use Policies and Procedure

- The applicant for the use of the facility must be 21 (twenty-one) years of age and be prepared to present a valid identification card or driver's license as proof. This person assumes responsibility for the required arrangements and liability for any and all damages.
- Rental fee must be paid in full within 30 days of reservation. Refundable Damage/Security Deposit required at time of reservation.
- Upon completion of the rental agreement and refundable damage/security deposit - the building is considered rented for the date on the form. Access to the building earlier than the day of the rental may result in additional charges; since the building may be rented to another group.
- The facility must be occupied or locked, if unoccupied, at all times during the rental period.
- Property belonging to The Terrace at Ruby View may not be taken from the facility.
- This building is a nonsmoking facility.
- No pets allowed in building. Service animals specifically trained to aid a person with a disability are welcome.
- If you will be serving/selling liquor to the public, you must obtain a liquor license from the City.
- Caterers must meet with Terrace staff prior to event. All caterers must be certified and approved.
- Decorations are permitted, but may be hung with paint safe tape only. 3M Command products or similar products are not allowed. Ceiling decorations must be approved prior to event. All decorations and tape must be removed by the end of event.
- Open flames are not allowed in the building. Outdoor open flames must be approved prior to day of event.
- The building is air-conditioned; therefore windows are not permitted to be opened. The front and back doors are not to be propped open at any time.
- All tables and chairs used must be returned to their respective places.
- All trash must be removed from the facility and trash liners replaced.
- The police and fire departments reserve the right to visit during the rental time to check compliance with this policy and the City fire code in effect.
- Snow will be shoveled before the end of the work day on Friday. Any additional shoveling will be the responsibility of the renter and at the renter's expense.
- All damages will be paid for by the applicant for the use of the facility. Damaged or missing items will be deducted from the deposit. If costs exceed the amount of the deposit, the payment must be made within one (1) week of notification of costs. Deposits will be kept until all broken, damaged, or missing items are replaced and all repair work completed to the satisfaction of the Executive Director, or designee.