



Rental Agreement

This agreement made this _____ day of _____, 20____, by and between _____ (hereinafter referred to as the Organization), and the Columbia Association, Inc. (hereinafter referred to as CA). Whereas the Organization desires to use that portion of the _____, a CA facility, described below, and CA has agreed to permit the use of the described area upon the following terms and conditions:

- 1.** CA agrees to permit the Organization to use the _____ only for the purposes of _____.
- 2.** The permission granted herein shall be valid only for the following dates and times as indicated below:
Date: _____ Time: _____ to _____ Time: _____
Eating Time: _____
- 3.** The Organization agrees to pay the sum of (\$) _____ dollars as a Rental Fee for use of the above described area. The Organization shall pay the Rental Fee in full at least _____ days before use commences. The maximum number of persons permitted to use the area under this Agreement shall be _____.
- 4.** The Organization agrees that it will abide by the rules and regulations for use of _____ (a copy of which is attached hereto and by this reference made part of this Agreement).
- 5.** The Organization agrees to assume all risks of loss, injury or damage of any kind or nature whatsoever to the rental area and surrounding/adjacent area/property, and building or other structure, and any goods, or other property that may be in or upon the area or premises to be used by the Organization, whether belonging to CA or others, during the period covered by the Agreement.
- 6.** The Organization agrees to indemnify, release and hold the Columbia Association, Inc., its officers, directors, employees and agents harmless from and against any and all claims, actions, damages, liabilities and/or expenses (including reasonable attorneys fees) arising from or out of the use of the premises by the Organization.
- 7.** The Organization shall provide to CA, at least 14 days before use of the CA facility, proof of comprehensive general liability insurance covering the Organization's use of the CA facility, naming CA as an additional insured, and affording protection with limits, per occurrence, of not less than One Million Dollars (\$1,000,000), combined single limit, with respect to personal and bodily injury, death and property damage.
- 8.** At the end of the Organization's use as herein described, Organization will leave the area in the same condition in which it was at the beginning of the Organization's use. The Organization agrees to reimburse CA for any and all expenses involved in restoring the area and any contents, structures, or objects thereon to the condition required by this Agreement.
- 9.** In the case of unforeseen circumstances such as power outage or inclement weather, CA reserves the right to close the facility. If the facility is closed during the scheduled rental time, the rental may be rescheduled by the person identified below as booking the rental and signing this agreement ("the signer") or CA will refund the amount paid for the rental. The signer may cancel or reschedule with a minimum of 14 days notice (prior to the date of the rental). If at least 14 days notice is given to CA, the deposit will be refunded minus a \$50 service charge. If less than 14 days notice is given to CA, the deposit will not be refunded. CA reserves the right at all times to cancel this agreement. If the agreement is cancelled by CA, CA's only obligation is to refund any fees actually paid to CA under this agreement.
- 10.** A security deposit of (\$) _____ dollars is due upon receipt of the contract. The Balance of (\$) _____ dollars is due _____ working days prior to the rental date.
- 11.** Food and beverages may not be brought into the premises. All food and beverages consumed on the premises must be purchased through the CA facility. Exceptions are specified herein: _____
The sale of tickets is strictly forbidden.
- 12.** Additional services and provisions under this contract include:

Name of Organization:

Number of Guests:

Type of Rental - Corporate **Community Event** **Private** **Other**

Additional Fees \$ **Food \$** **Drinks \$**

Other Amenities Included:

Special Notations:

I acknowledge, accept, and agree to the terms set forth in this Rental Agreement.

Signature (*Organization Representative*) Date Print Name and Title

Address

Phone

Email

Signature (*Columbia Association Representative*) Date