

**BOURBON AREA COMMUNITY CENTER, INC.**  
575 Elm Street, P. O. Box 104, Bourbon, MO 65441

**RENTAL AGREEMENT**

|                      |
|----------------------|
| Agreement<br># _____ |
|----------------------|

**RENTER'S Name: (Individual or Organization):** \_\_\_\_\_  
**EVENT Name:** \_\_\_\_\_

Agrees to rent the **Bourbon Area Community Center and, optional, certain Audio/Visual Equipment) on:**

**Scheduled Day/Date:** \_\_\_\_\_ **Time:** from \_\_\_\_\_ to \_\_\_\_\_  
(no later than 1:00 a.m.)

At the following Rental Rates: **(ALL PAYMENTS PREFERRED BY CHECK or MONEY ORDER)**

|  |   |
|--|---|
| <b>A. RENTAL FEE - Building/Site:</b><br>RENTAL FEE FOR THIS EVENT: \$ _____<br><u>Down Payment</u> { \$ _____ }<br><b><u>BALANCE OF RENTAL FEE DUE</u></b><br><b><u>30 DAYS PRIOR TO EVENT DATE</u></b>   | Total Fee or Down Pmt<br>Pd on _____<br><b>Check #:</b> _____<br>To: Initials: _____                                |
| <b>B. RENTAL SECURITY DEPOSIT*</b> \$ _____<br><i>*Must be paid in advance in order to secure the date;</i><br><i>Security Deposit and AV Deposit (if any) will be returned upon inspection of the facility after the Event. Facility must be left clean and tables arranged as they were found. Security Deposit will be returned to renter within 30 days after the event.</i> | Sec Deposit<br>Pd on _____<br><b>Check #:</b> _____<br>Pd to Initials: _____<br>Dep returned to Renter on:<br>_____ |
| <b>C. Rental of Audio-Visual System:</b><br>Rental of Sound System Only @ \$25.00 \$ _____ <b>OR</b><br>(Microphone and Speakers)<br>Rental of Entire System @ \$50.00 \$ _____ <b>AND</b><br>(Mic, Speakers, Drop-down screen, overhead Video)<br>A-V Security Deposit: + \$100 \$ _____<br><b>TOTAL FOR A-V SYSTEM</b> \$ _____  | Pd. Prior To Event:<br>On: _____<br><b>Check #:</b> _____<br>Pd to: Initials: _____                                 |

**The Key for the premises will not be provided until all Fees and Deposits are received by the Rental Manager.**  
Renter agrees to be solely and fully responsible for the actions of all occupants admitted to the facility during its rental period, and agrees to hold BACC harmless from any liability for their behavior. Renter also acknowledges that any infraction of the law or public disturbances during the rental period may result in the renter being evicted from the premises and the security deposit being forfeited. Any loss or damage to the A/V System will result in forfeit of the Security Deposit.  
Renter agrees to clean any area that is soiled or littered during its rental period, (See attached "Renters Responsibilities Checklist" for instructions) or agrees, in the alternative, to have the cost of cleaning deducted from the security deposit. Renter is responsible for any damage to the facility, or its furniture and fixtures, caused by occupants of the facility during the rental period and agrees to pay to restore the premises to the condition existing prior to the damage.  
Renter acknowledges receipt of and agrees to abide by the Reception and Meeting Guidelines and the Renters Responsibility Checklist, which are made a part of this contract.

X \_\_\_\_\_ X \_\_\_\_\_  
*Renter (Please sign and date)* *Date* *BACC Signature*

**RENTER: (PRINT NAME):** \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_ Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Email Address \_\_\_\_\_