

Morton County Civic Center  
400 E. Orchard PO Box 1269  
Elkhart, KS 67950  
620-697-2525

Rental Agreement

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Description \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Clean up Time: \_\_\_\_\_

**ALL FUNCTIONS SHALL CLOSE NO LATER THAN 12:00 A.M.**

Conference Rooms Private Function –No Alcohol

\_\_\_\_\_ Conference Room A \$25.00 per day / \$45.00 deposit

\_\_\_\_\_ Conference Room B \$25.00 per day / \$45.00 deposit

\_\_\_\_\_ Conference Rms A&B \$40.00 per day / \$90.00 deposit

Conference Rooms for Profit Event and/or Serving Alcohol

\_\_\_\_\_ Conference Room A \$50.00 per day / \$90.00 deposit

\_\_\_\_\_ Conference Room B \$50.00 per day / \$90.00 deposit

\_\_\_\_\_ Conference Rms A&B \$80.00 per day / \$180.00 deposit

Event Hall: Private Function –No Alcohol

\_\_\_\_\_ Event Hall \$125.00 per day use fee / \$250.00 deposit Morton County Resident

\_\_\_\_\_ Event Hall \$190.00 per day use fee / \$250.00 deposit Non-County Resident

Event Hall: For Profit Event and/or Serving Alcohol:

An event that will have alcohol and / or charging for admittance, selling tickets,  
examples: concerts, dances, and fundraisers

\_\_\_\_\_ Event Hall \$300.00 per day use fee / \$1000.00 deposit Morton County Resident

\_\_\_\_\_ Event Hall \$450.00 per day use fee / \$1000.00 deposit Non-County Resident

Tables and chair use are included in the rental fees.

Kitchen

\_\_\_\_\_ Full Use – food cooked on site with clean up \$50.00 per day use / \$250.00 deposit

\_\_\_\_\_ Prep/ Catering – used as a set up area only \$20.00 per day use / \$100.00 deposit

Renter is responsible for cleaning cookware, dishes, kitchen and removing trash by the close of event.

**Users Fees and Deposits:**

It is agreed that the Renter will pay the following user fees & deposits:

**Deposit Total due: \$ \_\_\_\_\_**

Date	Payment Amount	Balance Due	Receipt Number

**User Fees Total due: \$ \_\_\_\_\_**

Date	Payment Amount	Balance Due	Receipt Number

- A minimum of \$50.00 payment on the deposits will be required to reserve the date requested.
- All deposits and user fees must be paid at least 14 days before the event takes place.
- Deposits – less deductions – if any, will be refunded.
- If damages and/or other charges exceed the deposit amount, Renter will pay the excess within 15 days of the mailing of the notice of amount due.
- Renter may set up the day prior to the event at a designated time (if building is not in use).

The Morton County Civic Center agrees to authorize and the Renter agrees to use the above premises for the following purpose: \_\_\_\_\_

It is agreed that the presence and/or consumption of alcohol and/or beer **WILL - WILL NOT** be allowed at this event. The parking lot is included in alcohol use. **(Circle one)**

**Applicant agrees to the following statement:**

**By signing below I certify that I fully understand and agree to be bound by all requirements stated in this contract.**

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Morton County Civic Center Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Morton County Civic Center staff reserves the right to accept or rescind any or all requests for use of the facility.

**1. Authorized Use:**

- A. It is agreed that when beer/alcohol is authorized on the premises, it will only be allowed to be consumed in cans or from kegs. Alcoholic beverages may only be served in a pre-authorized area – to be offered to guests free of charge. **NO GLASS BOTTLES.**
- B. No dance wax will be allowed on the floor.
- C. No tape on doors, walls, floors, tables or chairs etc.
- D. **SMOKING IS PROHIBITED INSIDE THE MORTON COUNTY CIVIC CENTER**

**2. Damages and Agreements to Hold Harmless**

The renter shall be responsible for any damage and /or injury occurring to persons and/or Civic Center property, which is connected to Renters use. Renter agrees to hold the Civic Center harmless for any damages and/or injury occurring to persons and/or property/electrical systems, whether intentionally or negligently caused, occurring in connection with the Renter’s use of the building and/or grounds. **Anyone found vandalizing the building/property will be prosecuted criminally.**

**3. Liquidated Damages for Unauthorized Presence and/or Consumption of Beer and/or Alcohol:**

**In the event that unauthorized use of beer and/or alcohol occurs in the building during the Renter’s use, the Renter will be assessed a fee of \$300.00 and a \$1,000 fine.**

**4. Rules for Use and Clean Up:**

- A. Building is to be cleaned at the close of the event, unless other arrangements are made with the building staff. Parking lots and outdoor grounds are to be cleaned by the following morning.
- B. Restrooms are to be monitored by the Renter during their event. Periodic clean-up is to be done throughout the event. (Pick-up trash, empty trash to outside dumpsters, clean-up any major spills/accidents, notify building staff if repairs or replenishments are needed)
- C. **Be sure to leave building in the condition you found it.**

There may be a charge for the use of County buildings or property. Users are required to remove all materials associated with the event upon completion. The County Attorney may require a Certificate of Insurance for the described event. If so, a copy must be attached to this agreement. User agrees to indemnify and hold the County, and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and cost of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the County, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises. User expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the County for all damages caused to facilities resulting from user’s activities.

# Morton County Civic Center

## **CLEAN UP INSTRUCTIONS**

Cleaning products, brooms, mops and vacuum will be provided.

1. Wipe down tables, chairs & windows in rooms used as well as lobby area.
2. Sweep excess trash from floors/rugs with dust mops / broom /vacuum. Mop spills if necessary.
3. If using the Kitchen, all appliances, equipment, dishware & utensils, and all work areas must be cleaned and sanitized. Instruction on use of dishwashing equipment will be given.
4. Check restrooms for cleanliness and for any damages. Wipe down countertops, clean mirrors, check toilets and remove trash.
5. Remove all trash and place in dumpsters in back of building.
6. Check all parking lot areas and all around building for trash.
7. Please DO NOT take food home in our pans or containers.
8. Place used towels in basket near refrigerator in kitchen.
9. Please leave the building & property in the condition you found it, otherwise your deposit may be non-refundable.

If in doubt about anything, contact our staff:

Vienna ~ Home 620 697-2048

Barbara ~ Cell 620-719-0773

Renters Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Morton County Civic Center Rental Fees

## Conference Rooms: 2 available -

### Private party/function (no alcohol):

\$25.00 per room per day use fee - \$40.00 both rooms

\$45.00 deposit per room - \$90.00 both rooms (refundable)

\*\*Tables /chairs included

### For profit event and/or serving alcohol:

\$50.00 per room per day use fee - \$80.00 both rooms

\$90.00 deposit per room - \$180.00 both rooms (refundable)

\*\*Tables /chairs included

## Event Hall:

### Private party/function (no alcohol):

\$125.00 per day use fee (Morton County resident)

\$190.00 per day use fee (non-county resident)

\$250.00 deposit (refundable)

\*\*Tables/chairs included.

### For profit event and/or serving alcohol:

An event charging for admittance, selling tickets and/or offering alcoholic beverages – concert, dance, fundraiser, etc.

\$300.00 per day use fee (Morton County resident)

\$450.00 per day use fee (non- county resident)

\$1,000.00 deposit (refundable)

\*\*Tables/chairs included

## Kitchen:

### Full meal preparation, cooked on site with clean up:

- Includes use of all cooking and cleaning appliances & equipment, refrigerator & freezer, ice maker, and dinnerware.

\$ 50.00 per day use fee

\$250.00 deposit (refundable)

### As a set-up area only – Prep/Catering:

- Use of kitchen area for meal serving only. No use of cooking appliances & kitchen equipment. (Food prepared off-site & carried in ready to serve.)

- Includes use of icemaker, dinnerware, & dishwasher.

\$ 20.00 per day use fee

\$100.00 deposit (refundable)

**Cleaning of cooking utensils, dinnerware & kitchen area is the responsibility of the renter.**  
**Deposits are refunded approximately 30 days after the close of event if there is no damage to the rented space/equipment and building is clean & left in original condition.**

**ALL FUNCTIONS SHALL CLOSE NO LATER THAN 12:00 MIDNIGHT**