

MENDON STATION RENTAL AGREEMENT

Name:	Date of Rental:	Start/End Times:		
Address:	Type of Event:	Contact Phone Number:		
RENTAL DESCRIPTION:		PRICE	HOURS	TOTAL
Hourly Event (Resident 1-8 Hours)		\$10.00/Hour		
Hourly Event (Non-Resident 1-8 Hours)		\$30.00/Hour		
Wedding/Reception/All Day (Resident)		\$350.00/Day		
Wedding/Reception/All Day (Non-Resident)		\$1,000.00/Day		
Audio/Visual Equipment		\$150.00		
Total Amount of Rental				

REFUNDABLE DEPOSIT DESCRIPTION:		PRICE	TOTAL
Hourly Event (Resident and Non-Resident 1-8 Hours)		\$150.00	
Wedding/Reception/All Day (Resident)		\$700.00	
Wedding/Reception/All Day (Non-Resident)		\$1,000.00	
Audio/Visual Equipment		\$150.00	
Total Amount of Refundable Deposit			

RENTAL AGREEMENT (Please read and initial each term/condition below.)

	Postdate two checks (one for the rental and one for the refundable deposit) for the date of the rental. There will be a \$35.00 charge on all returned checks. Cash accepted with the understanding that the renter is responsible to pick up the refundable deposit during office hours. We currently do not accept debit or credit cards.
	Please do not arrive more than 15 minutes before the scheduled time. Renter agrees to a fee of 1.5 times the rental rate per hour for time outside of scheduled hours. A four-digit code for the lock box will be sent to the phone number provided at least one hour prior to the scheduled event. The renter agrees to lock up after the event and check all doors are secure before leaving. The key must be returned to the lock box after the event is complete. There will be a \$150.00 charge for lost keys.
	Cancelations must be made at least one week prior to rental date. A \$50.00 cancelation fee may apply.
	Alcohol, smoking and vaping is NOT permitted on the premises. No open flames permitted within the building. (With the exception of Sterno burners to keep food warm.)
	No tacks, nails, tape or other hanging apparatus allowed on woodwork, ceilings, walls, floors, doors, etc.
	The provided tables and chairs are for indoor use only.
	No animals allowed inside the building, with the exception of licensed/certified service animals.
	Renter agrees to clean all inside and outdoor areas, floors, appliances and furniture used for the event. Empty indoor garbage cans and replace liners. All tables and chairs must be returned to their proper places. Any mess left behind may result in keeping partial or whole refundable deposit.
	Renter is responsible for any damage to the building as a result of their event and guests. This includes but is not limited to furniture, appliances, rugs, fixtures, etc., inside as well as on the outside structure of the building and adjacent patio. If damage exceeds the refundable deposit, Mendon City has the right to charge the renter additional fees to cover the extent of the damage. Renter is responsible for reporting any damage to Mendon City.
	Renter agrees to defend, indemnify, and hold harmless Mendon City, it's employees and agents from and against all liability, claims, suits, damages, expenses, and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damages to any property or person caused by or resulting from any act or omission of the Renter or the Renter's guests or visitors during the event.
	Abuse in any form is not tolerated by Mendon City. Renter is responsible for self and guests regarding abuse in any form to city officials, staff or residents and may result in eviction, revoking future renting privileges and/or involve law enforcement.
	Signing and initialing this agreement makes you, the renter, singly responsible for all the above-mentioned terms, conditions and fees.

Renter's Signature:	Date:	Office Approval:
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