

SANDPOINT COMMUNITY HALL USE APPLICATION / AGREEMENT

Return to Sandpoint Parks and Recreation 1123 Lake Street Sandpoint ID 83864

NAME OF ORGANIZATION (or indicate "Private Party"): _____

NAME OF INDIVIDUAL IN CHARGE (**ADULT AGE 21+**): _____

MAILING ADDRESS: _____

PRIMARY CONTACT EMAIL: _____

CONTACT PHONE NUMBER(S): _____

ALTERNATE CONTACT NAME & PHONE NUMBER(S): _____

RENTAL DATE(S): _____

RENTAL TIME (**INCLUDING SET-UP & CLEAN-UP**): _____

TYPE OF USE: _____ **TOTAL RENTAL FEE DUE: \$** _____

SPACE(S) REQUESTED: _____

initial below

I am authorized to bind the above-named organization and the members thereof. The organization, the members thereof and the undersigned will be liable for any and all damage or loss occurring from any sources whatsoever, both individually and jointly, and shall hold harmless the City of Sandpoint for any and all liability for personal injury, loss or damage during the above-noted function(s) to be held at the Community Hall facility.

I understand that the Main Room **capacity is 150 people. I agree that if capacity has exceeded 150 people, the key/damage deposit will not be refunded.**

I have read the foregoing and **agree** to abide by all City and State laws. I have received a copy of the Community Hall Users Policy. I further **agree to abide** by all regulations governing the use of Community Hall.

I understand and agree that no vehicle will be parked on the lawn and any other use of the lawn requires the prior approval of the Parks & Rec Director.

I understand and agree that a representative of the organization **must pick up the key from the Parks and Rec Department during business hours**, Monday – Friday, 8 – 5, the day of (or the Friday before) the scheduled event and that **keys are not available at any other hours or from any other source.**

I understand and agree that all rental fees are non-refundable.

I understand and agree that the serving of beer and/or wine is allowed in the Hall only by an alcohol licensee with a City of Sandpoint alcohol catering permit and only in conjunction with a meal. Community Hall beer/wine fees set by City Council are applicable. Catering Permits may be obtained in the City Clerk's Office.

Signature: _____ **Date:** _____

REMAINDER TO BE COMPLETED BY THE CITY

Room/Event	Rental Fee(s)	# of Hours	Fee(s) Due	\$100 Deposit for key/cleaning/damage (CASH only)	
Main Room	\$35/hr			Date Pd:	Finance Safe
Scout Room	\$25/hr			Date key/check list issued:	
Entire Facility	\$60/hr or (\$300/day max.)			Key # issued:	#
Kitchen (add-on)	flat fee of \$50			Key issued to:	
Dance	flat fee of \$60				
floor fee (for dances)	+floor fee \$10/hr				
Non-Profits -free event, open to public -no fundraising -impromptu donations OK	Main Rm \$20/hr Scout Rm \$10/hr Entire Hall \$30/hr (\$100/day max.)			Date key & check list returned:	
Commercial Events <input type="checkbox"/> (*notify Clerk's Office - biz license & sales tax permit required)				Date deposit refund was requested:	
Non-Profits -commercial event -planned fundraisers -entry/registration fee charged	Main Rm \$35/hr Entire Hall \$60/hr (\$200/day max)			Refund amount requested: \$	
Weekdays Mon-Thu	\$75/hr (\$400/day max.)			Amount retained (for cleaning/damage): \$	
Weekend Fri – Sun	\$95/hr (\$500/day max.)			Deposit refunded to:	
Beer/Wine Requested <input type="checkbox"/> (*notify Clerk's Office – alcohol permit required by alcohol licensed caterer)					
Beer/Wine Deposit	deposit of \$350 (\$150 is refundable LB01)				
Date Pd:		Total RR01	\$		
		Total LB01	\$		