THE ARTERBURN
310 Ten Pin Lane, St. Matthews, Ky. 40207
(502) 895-9444 City Hall
(502) 780-2141 Coordinator

Rev 7/26

THE ARTERBURN RENTAL AGREEMENT

(Please print)

_____
(Name of Individual responsible for Rental and Reservation)

_____ZIP_____
(Address - **Any refund check will be mailed to this address**)

HOME: (_____)_____WORK: (_____)_____
(Telephone number of Responsible Party reserving The Arterburn)

_____
(Email Address)

_____
(Name of Organization, If any)

_____ _____ _____ _____
DAY OF WEEK EVENT DATE # of People Attending EVENT TYPE

Arrival Time:_____ Departure Time:_____
Note – Front door will automatically be unlocked and locked at this time

Unlock door near kitchen: yes or no ? Circle one

Beginning time of event:_____ Ending time of event:_____

Room Rental – Small Room Large Room Entire Hall
(circle one)

Please provide Driver's License or photo identification to be photocopied and attached to agreement.

DURING BASEBALL SEASON (APPROXIMATELY APRIL TO EARLY NOVEMBER), THE PARKING LOT WILL BE SHARED WITH PARTICIPANTS OF THE COMMUNITY CENTER PARK. THERE IS NO RESERVED PARKING AND IS TOTALLY ON A FIRST COME FIRST SERVE BASIS.____*Customer Initial to acknowledge*

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Small Room (46 x 42)	STM Resident	Non- STM Resident	Rental Fees
Seats 100/70 w/tables			
Patio and Kitchen	Not Available	Not Available	N/A
Security Deposit	$250.00	$250.00	$250.00
Sunday	$450.00	$500.00	$
Monday-Thursday	$350.00	$400.00	$
Friday-Saturday	Not Available	Not Available	N/A
Set Up	Included	Included	Included
Microphone	Included	Included	Included
75 inch Digital Screen-1 wall mounted	$50.00 ea.	$50.00 ea.	$
75 inch Digital Screen -1 mobile	$50.00 ea.	$50.00 ea.	$
Kentucky Tax (6%)	No tax on Deposit		$
		Total Due	$
Large Room (82 x 40)	**STM Resident**	**Non- STM Resident**	**Rental Fees**
Seats 150/110 w/tables			
Patio and Kitchen	Included	Included	Included
Security Deposit	$750.00	$750.00	$750.00
Sunday	$675.00	$750.00	$
Monday - Thursday	$450.00	$500.00	$
Friday	$1.350.00	$1,500.00	$
Saturday	$1,6200.00	$1,800.00	$
Setup	Included	Included	Included
Microphone	Included	Included	Included
75 inch Digital Screen-1 wall mounted	$50.00 ea.	$50.00 ea.	$
75 inch Digital Screen -1 mobile	$50.00 ea.	$50.00 ea.	$
Kentucky Tax (6%)	No tax on Deposit		$
		Total Due	$

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Round and rectangle tables and chairs are included with the rental of the facility. Rental is for the inside of the building only, unless otherwise noted.

Entire Hall **Seats 250/180 w/tables**	**STM Resident**	**Non- STM Resident**	**Rental Fees**
Patio and Kitchen	Included	Included	Included
Security Deposit	$750.00	$750.00	$750.00
Sunday	$900.00	$1,000.00	
Monday-Thursday	$700.00	$800.00	$
Friday	$1,620.00	$1,8000.00	$
Saturday	$1,800.00	$2,000.00	$
Bridal Room	Included	Included	Included
Setup	Included	Included	Included
Microphone	Included	Included	Included
75 in Digital Screen-1 wall mounted	$50.00 ea.	$50.00 ea.	$
75 in Digital Screen -1 mobile	$50.00 ea.	$50.00 ea.	$
Kentucky Tax (6%)	No tax on Deposit		$
		Total Due	$

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A NON-SMOKING FACILITY / NO ILLEGAL FIREARMS ALLOWED

RESERVATION/PAYMENTS- Please visit St. Matthews City Hall, 2nd Floor, 3940 Grandview Ave
Hours are 7:00 a.m. to 4:00 p.m. Monday – Thursday and Fridays are 7:30 a.m. to 11:30 a.m. The designated SECURITY DEPOSIT IS REQUIRED and must be submitted along with the rental agreement. **The full rental fee is due 30 days prior to the event**. If the full amount is not paid 30 days prior to the event, the reservation may be released. Any returned check will forfeit deposit refund. **_____ (initials)**The security deposit is separate from rental fee and if paid by check, the check will be cashed.

The security deposit will be refunded via check within 30 days after the event, provided a satisfactory inspection of the building after the event and compliance with the checklist. The deposit will not be refunded if The Arterburn is not cleaned to the specifications of the contract checklist. This includes the trash being taken out to the proper place, removal of all items brought in, cleaning up the kitchen, clearing the parking lot of trash from the event, paper products picked up in the restroom, and no damage to the property. **If the police or fire departments are called due to your event, the deposit will not be refunded. _____ (initials)**

_____ (initials) CANCELLATION/REFUND POLICY- Reservations cancelled 90 days in advance of event date will receive a security deposit refund of **50%** of the required deposit amount. There will not be a deposit refund for cancellations less than 90 days prior to the reserved event date. If full rental payment is received, cancellations less than 90 days prior to the event will receive a 50% rental fee refund.

_____ (initials) RENTAL TERMS AND CONDITIONS- The City reserves the right to refuse rental for cause, such as a previous bad experience with the tenant, refusal of tenant to acknowledge to be bound by all terms of the rental, damage to the property, failure to clean-up at end of rental, underage drinking of alcoholic beverages, use by minors without adequate adult supervision, illegal activity and the like. The tenant is liable for any damage to the property after full utilization of the security deposit. The Mayor, Custodian, a representative of St. Matthews Government or St. Matthews Fire Dept., or any St. Matthews Police Officer shall be entitled to inspect the property at any reasonable time during the event.

_____ (initials) ALCOHOL WAIVER/INSURANCE – This separate form must be completed and turned in 20 days or more before the event date.

BUSINESS LICENSE -A St. Matthews business license is required to do business within the City of St. Matthews. If The Arterburn is used to conduct business (Fairs, Classes, Retreats, or any other paid events) a St. Matthews business license is required prior to use. Caterers, bartenders, and DJ's also need a business license.

Names of vendors: _____

_____

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MISCELLANEOUS- Paid rental constitutes 8 hours in totality on the day of the event Sunday – Thursday and 12 hours on Fridays and Saturdays. **All events must be over by midnight, including clean-up. _____ (initials)** By midnight the property should be cleaned and vacated. All decorating and clean-up must be completed within the rental time. Sunday rentals can begin no earlier than 2 p.m.

- Occupancy numbers are set by the Fire Marshal and must be adhered to.
- Tobacco products or smoke/fog producing devices or open flames are not allowed.
- No illegal firearms.
- STM Alcohol Application must be approved prior to any Alcohol being served.
- No cooking of any kind outside of the designated kitchen area. No propane grills or tanks allowed inside. No fryers or grills allowed on the patio.
- No glass containers of any sort.
- Nothing may be placed on the ceiling per Fire Marshal.
- No tape, glue, nails, Command Strips or like same, are allowed on floors, walls, or ceilings. Decorations should be free standing.
- Confetti, glitter, rice, bird seed, sidewalk chalk or other like items are not allowed.
- Inflatable bouncy houses inside or outside are not allowed.
- The thermostat temperature cannot be changed.
- Use of an additional room not paid for will result in additional charges.
- Additional furniture, stages, photo booths, or large items must be approved before being brought in.
- Renters are notified that The Arterburn is equipped with security cameras inside and outside of the facility and that the security cameras will record activity inside and outside of the facility during use. Covering the camera without a waiver will result in loss of deposit.
- We do not provide seating for outdoor use. All outdoor seating is the responsibility of the renter for delivery, set up, take down, and pick up.
- Any outside music should conform with noise ordinances of Metro Louisville.

_____ (customer initials to acknowledge understanding of all above restrictions)

Tax is due on the rental fee unless a tax-exempt form is attached to the contract.
All setup forms should be submitted at least 7 days prior to rental.

The leaser shall indemnify, hold harmless and defend the City of St. Matthews and their agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the performance of this contract.

By signing this document, I am acknowledging the rules and regulations of this contract and agree to the conditions hereof.

_____ _____

Leaser *Date* *City Administration Official*

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OFFICE USE ONLY

Copy sent to The Arterburn Staff _____ _____

TOTAL AMOUNT DUE: $_____ DUE DATE _____

DATE	PAYMENT AMOUNT	CHECK #/CASH	STM INITIALS
____/____/____	$_____	_____	_____
____/____/____	$_____	_____	_____
____/____/____	$_____	_____	_____

Amount of Refund: $_____

Date Refund Mailed _____/_____/_____

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THE ARTERBURN CHECK LIST

Event Date:_____

Entire Hall / Large Room / Small Room

Failure to comply with these rules may result in a forfeiture of a portion or all your deposit.

ENTRY WAY, HALL, PATIO

- O REMOVE ALL DECORATIONS
- O REMOVE ALL ITEMS FROM TABLES, INCLUDING ANY COVERINGS

RESTROOMS

- O LEFT AS FOUND (ALL PAPER PRODUCTS PICKED UP)

ITEMS FOR THE KITCHEN

- O CLEAN OUT SINK
- O TURN OFF STOVE/OVEN
- O CLEAN COUNTER TOPS

TRASH

- O GATHER TRASH FROM ALL RENTAL SPACES, INCLUDING PATIO AND BATHROOMS AND KITCHEN, AND PLACE IN DUMPSTER ON SIDE OF BUILDING
  (PORTABLE TRASH CART PLACED BACK IN STORAGE CLOSET)

PARKING LOT

- O CLEAR PARKING LOT OF CLUTTER (CANS, TRASH, ETC)