



**NOTE:** ITEMS **MAY NOT** BE REMOVED FROM THE WALLS or DISPLAYS MOVED.  
(pictures, documents, etc.)

# L&N Depot Event Space Rental Agreement

Key # \_\_\_\_\_

CODE \_\_\_\_\_

This contract for the rental of the meeting space located in the L&N Depot, 1866 Depot Street, Stanford, KY 40484, by and between the City of Stanford (Owner) and

\_\_\_\_\_ (Renter)

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payment and covenants herein enumerated:

Now, therefore, the parties agree to the following terms and conditions:

**I. EVENT DESCRIPTION/VENUE ACCESS:**

The Renter shall have access to and use of the venue from 12:00am-11:59pm on \_\_\_\_\_ (date), for the purpose of hosting the Renter's \_\_\_\_\_ (event). Owner shall provide to the Renter a key, and code necessary to give Renter such access no earlier than two business days before the event. Renter cannot access venue until the date and times designated in this agreement.

**II. DEPOSIT: Paid: \_\_\_\_\_ Refunded: \_\_\_\_\_ by: \_\_\_\_\_**

- a. The Renter shall pay to the Owner, no later than three (3) days after the reservation is made, the sum of \$ \_\_\_\_\_ to secure the reservation. This is a refundable deposit that will be returned provided all the stipulations of this contract are completed.
- b. A forty-eight (48) hour notice is required for cancellation.
- c. The key must be returned within three (3) business days of rental.
- d. Renter agrees to pay for any damages or loss to the premises and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, and furnishings in, on or about the premises which are damaged or destroyed through the willful or negligent act or acts on the part of the Renter, its employees, agents, invitees, guests or assigns and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. These repairs or replacements are to be made to the Owner's approval.

**III. RENTAL COST:**

The full rental fee for the use of the L&N Depot meeting space described above shall be \$ \_\_\_\_\_. The rental fee is due and payable on the day the key is picked up. This cost is in addition to the refundable deposit listed in Paragraph II. This allows the Renter use of the meeting space, restroom facilities and kitchen area.

**IV. REMOVAL OF BELONGINGS:**

Renter shall remove all personal property, trash, and other items that were not present in the venue when the Renter took control of it. (Two large garbage bags are provided in the barrels located inside the meeting room.)

**V. CARE AND RESPONSIBILITY:**

The following stipulations apply to the rental/use of the L&N Depot Meeting Space:

- a. No items of any kind may be ascribed, painted or adhered to any walls, painted surfaces, windows, blinds or areas inside or outside of the L&N Depot Building except for the presentation board located on the left side of the meeting room. (This includes the use of command strips or similar products)
- b. Renters may procure catering services for their events at their discretion.
- c. No alcoholic beverages, drugs, or illegal substances are allowed on the premises. NO smoking (including vaping) can occur anywhere inside of the building or within 20 feet of the entrances to the building per City Ordinance.
- d. Renter is not to pull, drag, or scoot tables, chairs, furniture on the floors. Please pick up items before moving them.
- e. Floors may be cleaned with a dust mop. Do not clean floors with soap or cleansers. USE WATER ONLY TO CLEAN SPILLS.
- f. To ensure effective management of utility costs, thermostat must remain set at 72 degrees. Please do not attempt to adjust them.
- g. All doors and windows must be secured, and the alarm activated once the building is vacated. **IF THE BUILDING IS LEFT UNSECURED, THE SECURITY DEPOSIT WILL AUTOMATICALLY BE FORFEITTED.**
- h. Renter is responsible for alerting the Owner of any repair needs upon return of the key.

**VI. INSURANCE, RESPONSIBILITY and INDEMNITY:**

- a. The individual signing the rental agreement on behalf of the Renter does hereby and personally guarantees that he/she has the authority to act on behalf of the Renter in the execution of this rental agreement.
- b. The Renter is responsible for any insurance coverage. The Owner assumes no risk. The Renter releases the Owner of any and all liability for damages, injuries, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further the Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from the Renter's use of the venue.
- c. In all cases of disagreement arising herein, the statutes and laws of the State of Kentucky shall govern, and the Renter further states that he/she does not intend to, and will not use, said premises for any purpose that will constitute any violation of city, state, or federal law.

In witness whereof, the parties set their hands this date on year below written.

Renter: \_\_\_\_\_

Owner Representative: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

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