

PRESCOTT MEALS ON WHEELS SITE RENTAL AND RESERVATION AGREEMENT

Contact Info

Name of Group: _____
 Contact Person/s: _____
 Phone: _____ Alternate Phone: _____
 Email: _____

Event Info

Date of Event: _____ Day of Event: _____
 Type of Event: _____ Estimated # of guests: _____
 Set-up Time: _____ Start Time: _____ End Time: _____ Break-down Time: _____

➤ Lessee has 30 minutes prior to their event to set up and 30 minutes after their event to vacate the facility; Additional time to this term shall be billed at the hourly rate as indicated below.

Lessee's Initials _____

Hours	Available Services	Rate	Total Fees
	Mandatory charge for all events: Staff Monitor Fee	\$15 per hour per monitor	
	Dining Room Rental	\$35 per hour	
	Refrigerator Only	\$20 flat fee	
	Kitchen Rental- minimum of 3 hours	\$125 per 3 hours	
	Conference Room	\$20 per hour	
	Audio-Visual System (TV w/ HDMI hookup)	\$20 flat fee	
	Beverage Service (rate depends on number of guests)	Varies	
	Linen Tablecloths (round, white)	\$5.00 each	
	Dishwasher- minimum of 2 hours	\$30 per 2 hours	
	Additional Rental Hours (hour increments only)	\$25 per hour	
	Additional Tables (round or rectangle)	\$5 each	
	Set up and/or Break Down Fee (Depends upon required set up/break down)	Varies	
		TOTAL FEES OWED	
		BALANCE	
		ADDITIONAL CHARGES if any	
		PAID BY	

1. Are you serving alcohol? YES ___ NO ___ If yes, please fill out the Alcohol Liability Waiver Form
2. Are you serving food? ? YES ___ NO ___ If yes, please fill out the Food Waiver Form
3. Our disposable kitchen supplies, such as gloves, napkins, bags, plastic wrap, paper towels or foil are not for event use. Initial: _____

Liability Insurance

The lessee, at the lessee’s own cost and expense, shall obtain or provide liability insurance naming Prescott Meals On Wheels as an additional insured, with \$1,000,000 minimum liability limits. This must be presented to the Prescott Meals On Wheels Office Coordinator no less than (5) five days prior to your event.

Lessee’s Initials _____

This contract for the rental of Prescott Meals On Wheels Event Room is made this day, _____, by and between Prescott Meals On Wheels, hereafter referred to as PMOW, and _____, hereafter referred to as the lessee.

Both parties agree to the following terms and conditions:

- A minimum rental of 2 hours is required for events that take place outside normal PMOW business hours (Monday-Friday 8:00 am – 3:00pm)
- **An additional monitor and monitor fee may be required for events with over 75 guests (Upon the discretion of PMOW).**
- Maximum occupancy is 130 theater style and 105 dining style.
- **Facility is rented as is with current layout. If a different layout is required for your event, a room set-up fee will be charged. If lessee alters items in the facility (moves tables and chairs) it must be returned to the original layout or an additional fee will be incurred.**
- Lessee shall comply with all fire, health and sanitary laws, ordinances, rules and orders of appropriated governmental authorities.
- No smoking, candles or open flames allowed on premises.
- Permission is required for affixing decorations or posters to the walls. We do not allow anything that creates a hole, nor the use of certain types of adhesive products. Please ask if your decorating plan includes wall space; all such use must be approved.
- Pathways to emergency exit and all entrance doors must be free and clear at all times.
- PMOW’s promotional materials must remain in place **as** displayed, uncovered and unobstructed.
- No access to the kitchen or walk in refrigerator is permitted unless it has been rented.
- When refrigerator is rented, a cart will be supplied for you to use to store your items on inside the refrigerator. **Storing items on the shelves in the walk in is NOT** permitted per Yavapai County Environmental Health Services.
- The hours listed on your contract for your event times allows 30 minutes after event to vacate premises; for example if your event ends at 7pm then you have until 7:30pm to vacate the facility.
- Events extending past the 30 minute grace period will be charged for another hour of rental for the dining room and the monitor fee, as well as a set up and break down fee.
- **Lessee will coordinate facility access with Lessee’s consultants, caterers, contractors and /or other involved parties to the event with PMOW. Lessee accepts any charges incurred should anyone request additional access outside of established event times, and are also made aware of the guidelines and rules set forth in this Contract.**
- Lessee understands that Prescott Meals On Wheels is located in a public facility where other business functions may take place in other areas of the venue during your rental period. Your event may not utilize anything outside the area managed by Prescott Meals On Wheels, which includes our kitchen and dining room. The lobby and its contents are NOT managed by PMOW, therefore nothing in the lobby may be utilized, moved or removed.

In witness of their understanding of and in agreement with the terms and conditions herein contained, the parties affix their signatures below:

Print Name	Signature	Date
Facility Rental Coordinator Signature: _____		Date: _____