

NEUTRAL ZONE RENTAL AGREEMENT

Date of Event: _____ Time: _____

Name/Organization: _____ Non-Profit Organization: **YES/ NO**

Contact Person: _____ email: _____

Address: _____ City: _____ Zip: _____

Phone(s): [H] _____ [C] _____

[W] _____

Will admission be charged? (*See fine print*) YES/ NO

If yes, what amount? _____

Will alcohol be served? (*See fine print*) YES/NO

The Details (please check all appropriate blanks):

___ We will be bringing our own food.

___ We would like access to the kitchen area.

___ We would like access to the sound system (*This may require an additional Neutral Zone staff person. Please see the fine print.*)



For Office Use Only:

Type of Event:

- Contract received
- Security deposit received
- Payment received

Rental Fee: _____ Staff Fee: _____

Other Fee: _____ Total: _____

Staff scheduled to work:

Sound person scheduled to work:
(If applicable)

THE FINE PRINT

Rental Fee/Contract:

- The rental fee is \$125.00 per hour. Rental price includes one half hour of set-up and one half hour of clean-up. A \$150.00 security deposit is due with the contract to confirm your date. The security deposit will not be cashed unless NZ staff is required to clean following the event or if there is damage to the facility or equipment.
- Payment is due one week prior to the event.
- Cancellations may be ordered by the Executive Director or Board of Directors with appropriate notice. All reservations are granted with this understanding.
- Cancellations by groups must be made by the contact person named for the event, no less than 5 days before the scheduled facility use. Any groups not providing such notice will be held responsible for all charges.
- Reassignment or sublet to any individual or group by the individual or group who had secured the use of the facility is strictly prohibited.
- The person or group using the facility will be responsible for loss or damage to any property or equipment. In the event these rules are broken, and/or the event becomes uncontrollable, the NZ staff person on duty reserves the right to end the event.

Staffing:

- It is mandatory to have at least one Neutral Zone staff member present at the event and is included in the rental fee.
- If applicable, there must be at least one parent/legal guardian at the event. We recommend a ratio of one adult per 20 children (anyone under 18). Use of non-NZ chaperones is subject to approval by the Neutral Zone. If additional NZ staff is needed due to attendance numbers, an additional \$15.00 fee per hour, per staff person will be assessed.
- If any NZ sound equipment will be used, a trained Neutral Zone sound staff person must be present to work the equipment in addition to the rental staff person. An additional cost of \$20.00 per hour will be charged.

Set-up/Clean-up:

- The space may be decorated; however, decorations must be removed *immediately* following the event. This includes any and all balloons, streamers, confetti etc...that is used.
- The person or group using the facility is responsible for clean-up following the event. This includes sweeping the floor, vacuuming the carpet, wiping down tables and removing all of the trash. The rental deposit will be returned to the contact person providing the space is “adequately clean” meaning that the NZ can open for business without further cleaning.
- Individuals and groups renting the Neutral Zone may use the kitchen facilities. If the ability to keep food and/or drinks cold is required, you are strongly urged to bring coolers or other means of refrigeration. The NZ refrigerator space is often not available due to donations of food and dinners.

Set-up/Clean-up cont.....

- The NZ has available for your use 100 wood folding chairs and approx. 4 cafeteria size tables, two pool tables, a foos-ball game, and a ping pong table. Computers and the computer lab may NOT be used, without prior consent from the Neutral Zone. Arrangements for additional equipment (i.e. tables, chairs, etc...) are the responsibility of the scheduling group. Delivery of rentals needs to be coordinated with NZ staff.
- The piano, pool tables, and sound equipment may not be moved.
- No activity will be permitted in which open flames are used. Smoking is not allowed in the building. Fire and safety regulations must be followed.

Alcohol Policy:

- Alcohol may be served at an event only with the permission of the Neutral Zone Executive Director and/or Board of Directors. Under no circumstances can alcohol be served when there are NZ teens in the building.
- Alcohol should only be served at invitation only or private functions. If alcohol is served at an event where admission tickets will be sold or an entrance fee is charged, it is the responsibility of the group or individual renting the space to check into the necessary permits, insurance coverage, or licenses required by the state or county liquor board.

I have read the regulations regarding approved uses printed above and hereby agree to be bound thereby and to pay the fee as ultimately determined and billed. I further agree that the organization I am representing will keep the premises, including the equipment and fixtures of every kind and nature, during the term, in good condition. Also the group agrees to indemnify and hold the Neutral Zone and each of its employees, representatives, and agents harmless from any liability for damages to any person or property in or about the leased premises from any cause.

Name (please print): _____

Signature: _____

Date: _____

NZ Staff Signature: _____