



Rental Agreement

Today's Date: _____

Name: _____

Organization (if any): _____

Event: _____ Date of Event: _____

Time of Event (needs to include set up & clean up): _____ to _____

Number of attendees expected: _____

Will food be served at event? Yes _____ No _____

Package: Ultimate Party Grand Party Recreation Party Dining & Meeting

The undersigned, individually and on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages or other injuries to the property owned by Sondra Vaughn-The Kids' Clubhouse, LLC while that organization or their guests are on The Kids' Clubhouse property. Furthermore, the undersigned understands that all fees paid to The Kids' Clubhouse are non-refundable and that The Kids' Clubhouse will not be held responsible for the loss, damage or theft of any personal property of, or personal injury to, those occupying the facility.

The undersigned acknowledges receipt of a copy of The Kids' Clubhouse Rental Guidelines and agrees, individually and on behalf of the above named organization, to abide by them.

Signature: _____ Date: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

(Please return this form along with the \$50.00 deposit. Please make checks payable to: Sondra Vaughn. The next 2 pages are for you to keep)

Rental Guidelines for The Kids' Clubhouse:

- No alcohol may be served on the premises.
- The Kids' Clubhouse is a smoke free facility.
- Food may be served during the event according to the following stipulations:
 - All food must remain within the kitchen/cafeteria.
 - Kitchen may be used to warm and hold food. No food preparation is allowed on the premises.
 - All paper products, plastic silverware, etc must be provided by the renter.
 - Kitchen and cafeteria floors should be swept and tables and countertops wiped clean before renter leaves the premises.
 - Trash from kitchen and cafeteria should be bagged and deposited in dumpster before leaving.
- Children must be supervised in every area at all times, including the playground. There must be 1 chaperone for every 15 children.
- Renter will be responsible for any and all costs to repair damage to the facility, furniture, equipment, or grounds, and any excessive clean-up required including but not limited to the deposit.
- Nothing should be attached in any fashion to the walls or doors of the building.
- No furniture may be moved without the permission of a staff member of The Kids' Clubhouse.
- All exterior doors must remain closed. (Doors may not be propped open)
- All toys/sports equipment must remain in the room originally found and put back in the correct place before leaving the premises.
- The art room must remain closed and off limits to all individuals attending the event.
- Any other rooms marked as "Do not enter" must remain closed off to all individuals.
- Heating and air units may not be changed by any individuals attending the event. The renter may request a staff member of The Kids' Clubhouse to make any changes.
- Before the renter leaves the premises, they must wait until a staff member of The Kids' Clubhouse has completed a walk-through of the facility. The Kids' Clubhouse reserves the right to add additional guidelines or stipulations to the use of the facility at any time and may waive rental fees at its discretion.

THE ULTIMATE PARTY PACKAGE!!!

\$300.00 for a 2 hour private party

Includes: Kitchen, Cafeteria, Gym, Recreational Room, Imagination Room, & Playground

Details: Tables & chairs will be set up for event ahead of time. Renter will be given 30 minutes to set up and 30 minutes to clean up. (This is in addition to the 2 hours for the event)

*There will be a \$75.00 charge for each additional hour.

THE GRAND PARTY PACKAGE!!!

\$200.00 for a 2 hour private party

Includes: Kitchen, Cafeteria, Gym, & Playground

Details: Tables & chairs will be set up for event ahead of time. Renter will be given 30 minutes to set up and 30 minutes to clean up. (This is in addition to the 2 hours for the event) There will be a \$50.00 charge for each additional hour.

RECREATION PACKAGE!!!

\$175.00 for a 2 hour private event

Includes: Recreation Room

Details: Tables & chairs will be set up for event ahead of time. Renter will be given 30 minutes to set up and 30 minutes to clean up. (This is in addition to the 2 hours for the event) There will be a \$50.00 charge for each additional hour.

DINING & MEETING PACKAGE!!!

\$125.00 for a 2 hour private event

Includes: Kitchen & Cafeteria

Details: Tables & chairs will be set up for event ahead of time. Renter will be given 30 minutes to set up and 30 minutes to clean up. (This is in addition to the 2 hours for the event) There will be a \$25.00 charge for each additional hour.

ADD ON: MEDIUM SIZED BOUNCE HOUSE AVAILABLE FOR AGES 1-10 YR OLDS: \$75.00

A \$50.00 non-refundable deposit will be due on the day the event is booked and the contract is signed. (The remainder of the payment will be due on the day of the event)

Please make checks payable to: Sondra Vaughn