



TOWN OF MOFFAT | EST. 1911

PO Box 353  
Moffat, CO 81143  
719-256-4538

## Town of Moffat Town Hall Rental Packet

Rental Fee: \$50

Name Of Renting Party: \_\_\_\_\_

Point Of Contact Of Renting Party: \_\_\_\_\_

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

Email: \_\_\_\_\_

Type Of Event: \_\_\_\_\_

Date/s Of Rental: \_\_\_\_\_

Time of Rental (If multiple dates please specify time for each day): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**We, the undersigned, hereby agree to rent the Moffat Community Center located at 401 Lincoln Ave, Moffat, CO 81143, under the following terms & conditions:**

1. Include setup and cleanup time when you make your reservation.
2. Renter is responsible for the facility (including outside area) being left in a clean and orderly manner per the Facility Cleaning Checklist provided.
3. NO nails, tacks, staples, adhesives, glues, 3M removable fasteners, or similar hardware or materials can be used to hang decorations.
4. The use of burning candles or any other type of open flames is prohibited.
5. If you bring your own tables and chairs, do not drag them across the floor.
6. Make sure you lock the doors after your event.



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7. The Town does not warrant the condition of the premises and the premises are accepted "as is".
8. Renter agrees that the Town is not responsible for any items, personal or otherwise, brought into the event facility or in the facility's parking lots that are lost, stolen, damaged or otherwise lose value.
9. The renter will be responsible for any damages done to the facility during the period of rental, including damages done by attendees, outside caterers, vendors, contractors, planners, consultants, representatives, and/or other involved parties and will pay for repair or replacement at the Town's discretion of damage to the facility and/or equipment found.
10. Renter will assure all outside caterers, vendors, contractors, planners, consultants, representatives, and/or other involved parties to the event are made aware of the guidelines and rules set forth in this Contract.
11. All Town of Moffat functions take priority over any scheduled event.

### **Facility cleaning procedures:**

Cleaning time needs to be included and completed by the end of your reserved time. All rooms must be cleaned and in the same condition as when you arrived. This includes the wet bar, restroom, main Hall, the hallways, stairways, front & back foyer, handicap lift, and any area used outside. It is your responsibility to make sure the rental facility is left clean, orderly, and locked when you are finished with your event. Some cleaning supplies can be found in the restroom closet, however it is your responsibility to bring any supplies needed to bring the facility back to the condition it was in when you arrived. Tables/chairs must be cleaned and correctly aligned in their respective areas.



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## **Release of liability and agreement to hold harmless:**

1. The Renter expressly agrees to, and shall, indemnify and hold harmless the Town of Moffat and its respective officers, agents, employees, insurers, and self-insured pool, from any and all claims, damages, liability, demands, or court awards, including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of any omission or act of commission by the Renter or any of its employees, agents, partners, or lessees, in occupying the Premises.
2. The Renter shall indemnify the Town of Moffat and any of its officers or employees, against damages, loss, or injuries either to person or property, or both, known or unknown, past, present or future, arising as a result of or from the Premises use granted to the Renter by this Agreement.
3. The Renter agrees that the Town of Moffat is not liable, and will not assume any liability, responsibility, or costs for any personal injury, death, sickness, or property damage arising from the Renters use of the Premises, or any damage, maintenance, or repair of any Renter's Property erected, used, or maintained by the Renter under this Agreement. The Town shall not have any liability whatsoever for any damage or loss to the Renter Property.

## **Facility Rules**

Handrails are not to be swung/played on.

Chairlift is not to be used without proper supervision

No skating of any kind inside the building.

Any mess must be cleaned up.



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Children must be supervised.

No tacks, staples, adhesives, etc be used in the walls.

Lights must be turned off after your event.

Make sure all necessary doors are closed.

No disrespecting the building in any way.

**The undersigned agrees to the stated conditions contained within this agreement:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**For Office Use Only:**

Approved:  Yes  No (If No Explain Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_)

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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