



## Kitchen Rental Agreement

This Facility Rental Agreement (“Agreement”) shall govern the Facility Rental, as more particularly described in Receipt Number(s) listed above and attached hereto, and incorporated herein by reference (“Receipt(s)”). For the purposes of this Agreement, the individual identified in the Receipt(s) shall hereinafter be referred to as the “Renter.”

**Type of Kitchen Rental:** Full Rental \$95/hour  Partial Rental 75/hour  **Number of Guests:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_ **Rental Time Start:** \* \_\_\_\_\_ **Rental Time End:** \_\_\_\_\_ \* **Rental Duration:** \_\_\_\_\_

Please allow at least 30 minutes for set up and tear down:

Set up time frame: \* \_\_\_\_\_ to \_\_\_\_\_ (\*Begins at the Rental Time Start)

Event time frame: \_\_\_\_\_ to \_\_\_\_\_

Tear down time frame: \_\_\_\_\_ to \* \_\_\_\_\_ (\*Ends at the Rental Time End)

**Are you applying for an Outside Alcohol Permit?** No  Yes  **If Yes, complete Attachment A.**

**Are you planning on using an outside vendor or caterer?** No  Yes  **If Yes, see Day of Reservation Requirements Section 4 .**

### Payments (Market staff to fill out)

Total Facility Rental Fee: \$

Contract violation deposit (refundable): \$100  \$200

Outside Catering fee: \$75

Outside Alcohol

Alcohol Security Deposit (refundable) \$100

Facility Alcohol Permit \$100

Security guard \$50/hour to be paid in cash the night of the event

**Total due prior to rental:**

### Renter Information:

Name [must be an individual person]: \_\_\_\_\_

Address: Street, City, State, Zip Code: \_\_\_\_\_

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

### Payment

- Facility Rental Fee:** The rental fee for use of the Facility is identified in the (“Total Fee”) on Receipt(s) listed above. Except as otherwise provided in this Agreement, the Rental Fee is non-refundable. Upon execution of this Agreement, Renter shall pay a non-refundable Reservation Deposit (“Reservation Deposit”) of \$100 for rental of four (4) hours or less or \$200 for a rental over four (4) hours. The Reservation Deposit will be applied to the Total

Fee. At least forty-eight hours prior to the Rental Date, the Renter may request additional time be added to the Rental in person or in writing by email or fax. If the City, in its sole discretion, approves the request for additional time, the Renter will be charged for each additional hour added to the Rental (“Hourly Fee”). *No additional time may be added less than 48 hours prior to the Rental Date.*

2. **Contract Violation Deposit:** A Contract Violation Deposit (“Violation Deposit”) is required for all Facility rentals and must be paid at least seven (7) days prior to the Rental Date. The Violation Deposit amount will be as follows: (i) \$100 for rental of four (4) hours or less; or (ii) \$200 for a rental over four (4) hours. The Violation Deposit will be refunded once a determination has been made by the City that the Facility and grounds have been properly cleaned and that there are no damages to the Facility or its contents. Refunds typically are issued within thirty (30) days following the City’s determination. Failure to clean the Facility in an acceptable manner or if any damage has occurred to the Facility or its contents during the term of the Facility Rental may result in the forfeiture of the Violation Deposit. Furthermore, **Financial Liability shall not be limited by the amount of the Violation Deposit.**

If the Violation Deposit does not cover the costs associated with additional cleaning of or repair/replacement of damages to the Facility or its contents, the City reserves the right to bill Renter for additional fees as determined in the sole-discretion of the City. All damage fee charges will be determined by the actual cost incurred, including, but not limited to, labor, parts, and/or services. All damage fee charges shall be paid within five (5) business days.

3. **Payment:** Payment of the Total Fee is due in full at least seven (7) days prior to the Rental Date. No reservation will be complete until the Reservation Deposit, Violation Deposit, and, if applicable, Alcohol Damage Deposit (defined below) have been paid in full and all other required documentation has been submitted. Payment of the Reservation Deposit, Violation Deposit, and the Total Fee may be made in person by cash, check or credit during the Lenexa Public Market’s regular business hours by appointment with Lenexa Public Market (“LPM”) Staff. Please call 913-477-7517 or email [publicmarket@lenexa.com](mailto:publicmarket@lenexa.com) to schedule a payment appointment.

**By initialing, I certify that I have read and understand the above payment requirements.**

### **Cancelation**

1. **Cancelation by Renter:** Cancelation of the reservation must be made in person at the Lenexa Public Market to LPM Staff, or in writing sent via e-mail or fax to the LPM. In the event of such cancelation, the Renter understands and agrees that the Contract Violation Deposit, if paid, will be refunded in its entirety and the Rental Fees paid to City will be refunded; provided, however, the non-refundable reservation deposit shall be forfeited and will not be refunded to Renter.

The credit card used to pay for the reservation will be refunded within five (5) business days of receipt of Renter’s cancelation or to the Renter by check within twenty-eight (28) business days, as applicable.

If a renter feels they need to cancel their event due to severe weather, they must call 913-477-7517 and leave a message (if after hours) or email [publicmarket@lenexa.com](mailto:publicmarket@lenexa.com) at least two hours before their reservation start time.

2. **Cancelation by City:** The City reserves the right to cancel the reservation if the Renter does not pay the Rental Fee in accordance with this Agreement. Furthermore, the City will utilize its best efforts to make the Facility available on the reservation date. However, the City reserves the right to cancel and/or relocate the Renter’s reservation at any time if (i) the City determines the Facility is required for City-sponsored meetings, activities, or other uses, including, but not limited to, emergency situations, or (ii) the City is otherwise unable to provide the facility on

the reservation date as a result of any legitimate condition beyond the control of the City. In the event of cancelation by the City, the Rental Fee and Deposit will be refunded in their entirety.

**By initialing, I certify that I have read and understand all of the above cancelation requirements.** \_\_\_\_\_

**Release, Hold Harmless, and Indemnification**

For the purposes of this Agreement and as a specific element of consideration, the above-named Renter, its children, heirs, successors, and assigns, hereby agrees to release, indemnify, and hold harmless the City of Lenexa, its officials, officers, employees, agents, and volunteers from and against any and all claims, losses, damages, liabilities, costs, and expenses, including, but not limited to reasonable attorney’s fees or consequential damages, alleged, caused, or incurred arising out of (1) the Renter’s use of the facility/facilities or (2) the City’s failure to provide the Facility, including, but not limited to mechanical failure of the Facility’s systems or equipment, fire, weather, war, states of emergency, labor strikes, failure of utilities, or of Acts of God. However, Renter’s obligation shall not include damage amounts solely attributable to the gross negligence of the City. Renter further agrees to release the City from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, this Agreement.

The Renter acknowledges and understands that this release, indemnity, and hold harmless includes claims either of a personal or property nature arising out of accidents, intentional or negligent torts, acts of God, attorney fees, loss of service claims, other expenses or claims based upon a subrogatable interest of an insurer.

**By initialing, I certify that I have read the provisions above and understand it to be a release and waiver of all claims or causes of action that may arise from this Agreement.** \_\_\_\_\_

**Acknowledgement of Responsibility**

The above-named Renter, as the individual requesting this reservation, is voluntarily consenting to assume the responsibility, including, but not limited to, financial responsibility, for any and all damage or loss that may occur to the Facility or its contents during the reservation. The Renter, or the Day of Event Contact identified below (if different from Renter), shall be personally present during the entire course of the Reservation Period.

**Day of Event Contact** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**By initialing, I certify that I have read and understand the above acknowledgement of responsibility.** \_\_\_\_\_

**Advertising and Use of the City’s Name**

Promotional material must state that the City of Lenexa is not affiliated with Renter, the Organization represented by the Renter, or the event itself. Renter shall not use the City’s name nor use its logo to promote or advertise the event without prior written permission of the City.

**By initialing, I certify that I have read and understand the use of the City’s name or logo to promote or advertise the event is not permitted without prior permission of the City.** \_\_\_\_\_

**Day of Reservation Requirements**

- 1. Set-up, Take Down, and Clean Up:** Renter understands the Facility will not be available prior to the rental start time. All set-up (e.g. decorating, vendor deliveries and set-up, etc.), take down (e.g. decoration removal, vendor pick-up, etc.), and clean up must be completed between the start time of the rental and the end time of the rental (“Rental Period”). The City is responsible for the set-up and take-down of tables and chairs before and after your event. Renter is responsible for setup changes during an event. Renter shall not leave items at the Facility before or after the Rental Period. It is the responsibility of the renter to allow sufficient time during the Rental Period to return the Facility to the same or similar condition as existing at the start time of the rental. The

City may require the Renter to start take-down and clean-up at least one (1) hour prior to the end of the Rental Period if the City determines, in its sole discretion, that take-down and clean-up must be started earlier due to the size of the event, set-up requirements, or other special circumstances.

2. **Prohibited Items:** The following items are **prohibited inside and outside** on City property:
  - a. Nails;
  - b. Push Pins;
  - c. Staples;
  - d. Screws;
  - e. Cellophane;
  - f. Adhesive materials (e.g. tape or glue);
  - g. Confetti;
  - h. Bubbles;
  - i. Rice;
  - j. Silly string;
  - k. Glitter;
  - l. Smoke machines;
  - m. Open-flamed devices (including, but not limited to, fire pits, sparklers, flambé, paper lanterns, and candelabras); or
  - n. Fireworks and pyrotechnics;
  - o. Piñatas.
  
3. **Permitted Items:** The following items are allowed, subject to any restrictions as provided herein:
  - a. Paint-safe tape or damage-free command strips
  - b. Wax candles: Only permitted as centerpieces, placed inside a glass container with the flame at least one inch below the enclosure top. Wax candles and glass containers are not permitted on the stairs, floors, or any ledges of the Facility.
  - c. Balloons, if tied with twine or rope;
  - d. Decorative lights attached with zip ties, pipe cleaners, or twine/rope; and
  - e. Table skirts fastened with clips (no adhesives)
  - f. Rose petals: artificial inside; real outside.
  
4. **Outside Vendors and Caterers:** The Renter is encouraged to consider using a vendor from the Public Market for catering its event; however, outside vendors and caterers may be secured by Renter and Renter shall be required to pay a \$75 Outside Vender Fee. Renter shall be responsible for the activities of and all costs associated with any vendors/caterers. The City will not accept any freight or other deliveries on behalf of Renter. Renter or its representative must be present to accept delivery of items unless special arrangements are made with the Market Manager. The City does not have room for storing items.
  
5. **Outside Alcohol:** The Renter is encouraged to consider using a vendor from the Public Market for alcohol at its event; however, **Outside Alcohol** (e.g. Beer, Wine, or Spirits) not purchased from a Public Market vendor may be served and consumed at the Facility only as follows:
  - a. **Facility Alcohol Permit:** The Renter must apply for a Facility Alcohol Permit (Attachment A). Only the Renter named above may apply for the permit and the Renter must be over the age of 21. The Facility Alcohol Permit has a \$100.00 permit fee, which excludes any fees for required security. The LPM designee will review the Facility Alcohol Permit application and shall approve or deny the permit with the Lenexa Public Market Manager's authorization. The Public Market Manager's decision is final.

- b. **Outside Alcohol Damage Deposit:** A \$100 Outside Alcohol damage deposit (“Alcohol Damage Deposit”) is required and must be paid at least seven (7) days prior to the Rental Date. The Alcohol Damage Deposit will be refunded once a determination has been made by the City that the Facility and grounds have been properly cleaned and that there are no damages to the Facility or its contents.
- c. **Security Officers:** If the LPM designee approves the Facility Alcohol Permit, security officer(s), as further described by this Agreement, must be present at the Facility at least 30 minutes prior to the start of alcohol service and shall remain until 30 minutes after last call. The required number of Security Officers is based upon estimated attendance, as follows:
  - i. For events with up to 200 persons, one (1) security officer;
  - ii. For Events with 200 to 300 attendees, two (2) security officers; and
  - iii. For Events with 300 or more attendees, three (3) security officers.

Renter shall not allow Outside Alcohol consumption at the Facility unless security officer(s) are present.

- d. **Compliance with Laws:** Renter and attendees shall comply with all laws, regulations and ordinances regarding the possession, consumption, and sale of alcoholic liquor at all times.

#### 6. Number of Attendees:

- a. **Estimated Attendance:** Renter certifies the estimated number of attendees identified above is true and accurate. Renter shall not admit into the Facility more persons than the above estimated number of attendees.
- b. **Maximum Occupancy Load:** Renter shall not allow the number of attendees to exceed the maximum occupancy load of the Facility as required by the City of Lenexa Building Code in order to insure the safety of those present. If the number of attendees exceeds the estimated number identified above or the maximum occupancy load of the Facility, attendees shall be turned away or the City may immediately end the event and no refund will be issued.
- c. **Security Officers:** Renter understands and agrees that if the estimated attendance is more than 250 persons at one time, one (1) security officer is required. The required security officer must arrive 30 minutes prior to the arrival of attendees and shall remain at the Facility until 30 minutes after the end of the Rental Period. This applies to rentals that are not serving alcohol. See Section 4. above if you are serving alcohol.

7. **Security Officer(s):** If this Agreement requires security officer(s) at the event, the LPM will schedule the security officers through the Lenexa Police Department. Security officers adhere to the duties and responsibilities established by the LPM and the City of Lenexa. The Renter understands and agrees an hourly fee of **\$50** per required security officer in attendance will be charged and that the Renter must pay the officer(s) in cash at the time of their arrival. Failure to pay the security officer(s) may result in the immediate termination of the reservation.

8. **Supervision of Minors:** During the entire Reservation Period, Renter is required to have at least one (1) adult for every eight (8) minors (ages 17 and under) present. The adults at the event shall supervise the minors and shall not allow minors in attendance to enter rooms unsupervised, run or play in the halls, on the stairs, in the restrooms, or in the elevator at any time.

- 9. Smoking:** Renter shall not use or allow the use of any vapor product, excluding medical devices for medical use, or possession of a lighted cigarette, cigar, pipe or hookah (“Smoking”) inside the Facility. Smoking is permitted at least 20 feet outside of any doorway, open window or air intake of the building, structure or other facility unless otherwise posted. Violation of this provision may result in immediate termination of the reservation and could result in forfeiture of the Deposit.
- 10. Right of Entry, Control, and Removal:** The City reserves the right to enter the Facility at any time during the Reservation Period. LPM staff will be entering the Facility at various times during the Rental Period to, among other things, check on trash, equipment, and the overall condition of the Facility. The City further reserves the right to control and manage the Facility and may evict the Renter or the attendees during the Reservation Period if their conduct is in violation of this Agreement. Public Market Rules and Regulations.
- 11. Termination for Violation of Rules, Ordinances, or Laws:** Renter understands that the reservation may be terminated by the City for any of the following:
- a. Any violation of city, county, state or federal law;
  - b. Any violation of this Agreement or the rules, regulations, or policies governing facility use; or
  - c. Failure to comply with any lawful verbal instruction of LPM Staff or volunteers on or before the day of the event.
- 12. Facility Cleaning Requirements:** During the reservation period, Renter shall maintain the Facility in a neat and orderly fashion by, but not limited to, disposing of trash in designated receptacles. Prior to the end of the Reservation Period, the Renter shall clean the Facility to the condition existing prior to the start of the Reservation Period, including, but not limited to, the following:
- a. Remove all decorations and personal belongings;
  - b. Pick up and dispose of all loose trash from tables and counters inside and outside the facility;
  - c. Thoroughly clean the Facility by wiping down the inside and outside of all appliances used by the Renter, removing or otherwise discarding leftover food and drink, and cleaning the counter tops.
- 13. Lost or damaged items:** The City of Lenexa is not responsible for lost or stolen property of the Renter or its event attendees. Lost items shall be stored and disposed of in accordance with the LPM policies.
- 14. Failure to Vacate:** The Renter acknowledges and agrees that other rentals may precede or follow the Renter’s event and that City staff are scheduled around the rental and as such, time is of the essence of this Agreement. The Renter and all guests shall vacate the Facility no later than the end time of the rental, identified on the receipt. The City may require the Renter to start take-down and clean-up at least one (1) hour prior to the end of the Rental Period if the City determines, in its sole discretion, that take-down and clean-up must be started earlier due to the size of the event, set-up requirements, or other special circumstances. As liquidated damages, and not a penalty, if the renter fails to vacate the facility at the conclusion of the Rental Period, the Contract Violation Deposit will be forfeited . The Renter agrees the forfeiture of the Contract Violation Deposit is reasonable in light of the actual damages caused by the Renter’s failure to timely vacate the Facility.

Forfeiture of the Contract Violation Deposit does not relieve the Renter of any financial liability associated with additional cleaning of or repair/replacement of damages to the Facility or its contents. The City reserves the

right to bill Renter for additional fees as determined in the sole-discretion of the City. All damage fee charges will be determined by the actual cost incurred, including, but not limited to, labor, parts, and/or services. All damage fee charges shall be paid within five (5) business days.

**By initialing, I certify that I have read and understand the above requirements and that I agree to follow the requirements on the day of the Reservation.** \_\_\_\_\_

**Other Terms and Conditions:**

- 1. Entire Agreement/Amendments:** This Agreement constitutes the entire Agreement between the parties and supersedes all prior written or oral agreements on the same subject. This Agreement may not be modified or amended except in writing mutually agreed upon and signed by the parties.
- 2. Assignment:** Renter shall not assign or transfer this Agreement or portion thereof without the written consent of the City. No subcontracts or other transfer of this Agreement shall release the Renter of its liability under this Agreement.
- 3. Severability:** Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provision shall be null and void; provided, however, that the remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.
- 4. Disputes:** Renter agrees that disputes relative to this Agreement should first be addressed by negotiations between the parties. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, no dispute will be submitted arbitration without City's express written consent.
- 5. Governing Law:** This Agreement is entered into, under and pursuant to, and is to be construed and enforceable solely in accordance with the laws of the State of Kansas. Parties consent to exclusive jurisdiction and venue of the state and federal courts in Johnson County, Kansas for all disputes arising out of or relating to this Agreement.

**By signing this Agreement, I certify that I have read the agreement carefully, I understand all terms and conditions set-forth above, and therefore agree to all terms and conditions of this Agreement.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**