

MILFORD SENIOR CENTER, INC  
111 PARK AVENUE  
MILFORD, DE 19963  
302-422-3385

**RENTAL AGREEMENT**

DATE OF CONTRACT: \_\_\_\_\_ ESTIMATE # OF GUESTS \_\_\_\_\_

RENTER: \_\_\_\_\_ GUARANTEED # \_\_\_\_\_

CONTACT: \_\_\_\_\_ **Crystal Room** \$500 4 hours

DATE OF EVENT: \_\_\_\_\_ Wedding Events \$600 4 hours

TIME OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ **Ireland Room** \$300 4 hours

PHONE NUMBER(S): \_\_\_\_\_ Wedding Events \$400 4 hours

ADDRESS: \_\_\_\_\_

AREA(S) RENTED: \_\_\_\_\_

FACILITY RENTAL: \_\_\_\_\_

SECURITY/DAMAGE DEPOSIT: \_\_\_\_\_

BARTENDER FEE: \_\_\_\_\_

KITCHEN RENTAL: \_\_\_\_\_

LINENS: \_\_\_\_\_

CATERING: \_\_\_\_\_

PLACE SETTINGS: \_\_\_\_\_

CHAFFING DISHES: \_\_\_\_\_

EXTRA ROOMS: \_\_\_\_\_

OTHER: \_\_\_\_\_

TOTAL CONTRACT AMOUNT DUE: \_\_\_\_\_

DEPOSIT REQUIRED WITH CONTRACT: \_\_\_\_\_

BALANCE REQUIRED 14 DAYS PRIOR TO EVENT: \_\_\_\_\_

The renter agrees to pay Owner the amount stated above as a rental fee. A security/damage/theft deposit in the amount of \$200 is required at the time the contract is signed to reserve the date. Upon completion of your event and inspection of the facility, this deposit is refundable to you by check within 10 business days. Renter shall pay to owner the balance of this rental fee no later than fourteen (14) days prior to the scheduled event. In the event the Renter cancels this contract within ninety (90) days of the date of the contract, the Owner shall refund the deposit in full to the Renter. If the renter fails to cancel prior to ninety (90) days from the date of the contract or if the Renter fails to pay the balance of the deposit prior to the fourteen (14) days of the event, the Owner shall retain the rental deposit as an administrative fee. Owner

reserves the right to cancel the event without liability on account of sickness, accidents, riots, strikes, epidemics, acts of God or any other legitimate condition beyond Owner's control that in the sole judgment of the Owner effective prevents the event. In such case, Owner shall make full reimbursement of all funds paid to Renter.

Renter shall have a period of fifteen (15) minutes after the end of the function that is stated above to vacate the location. Any time after fifteen (15) minutes shall be charged at the rate of One Hundred Dollars (\$100.00) per hour.

The Owner will make the location available for set up by the Renter if special set up time is required. The Renter has two (2) hours of decorating time. Any additional time required will be charged at a rate of Fifteen Dollars (\$15.00) per hour. All decorations and special effects shall be approved by the Owner prior to set up. ***NO FOG MACHINES, SMOKE MACHINES, DRY-ICE MACHINES, OR BUBBLE/SOAP MACHINES PERMITTED AT ANY TIME. ONLY FLAMELESS CANDLES WILL BE PERMITTED IN THE BUILDING.*** Renter is expected to remove any special set up items prior to leaving the building at the conclusion of the event unless other prior arrangements are made. All set up arrangements for outside vendors must be made fourteen (14) days prior to the event. All times of event shall be stated in the Agreement, any amendments must be agreed upon by Owner and Renter.

Owner will provide a security and/or custodian person to be present during the event. Renter should address any problems or needs to this person while the event is ongoing. However, Owner shall not be responsible for any lost or stolen items of the Renter or any of its guests. The Renter is expected to protect and supervise its own equipment, property, goods or merchandise during the event. Renter expressly agrees to indemnify and hold harmless the Owner from any loss, personal injury, accident, claim, suit, action or cause of action that may occur during the event as a result of the action, inaction, negligence, fault, breach of law or otherwise by Renter. This Agreement shall be deemed to act as a general release of Owner of any and all liability that may arise from the event arising from the negligence or willful acts of Renter or its guests.

Any breakage, damage, destruction or other loss to the Owner as a result of the event is the total responsibility of the Renter. Any additional time the Renter and their guests are in the building that exceed fifteen (15) minutes past the time stated in this contract is the total responsibility of the Renter. These costs will be deducted from the \$200.00 security/damage/theft deposit, and in such cases, they exceed the \$200.00 security/damage/theft deposit, an invoice may be mailed to the Renter to be paid in full within 10 business days.

The Owner has wi-fi internet connects, large scree TV with DVD/video player and projection screens which the Renter may utilize for an additional fee. The Owner also has a sound system, which is available to rent. An employee of the Owner who will be present at the event shall operate the system. The Renter is responsible to bring their own tape, scissors, markers, sterno lighters, utensils, etc. as these are not provided by the Owner.

Owner will provide all trash disposals; however, Renter is expected to use the receptacles provided. The disposal of all food and liquids must be done under the direction of the security and/or custodian who is working the event. All food and liquid must be disposed of in the kitchen receptacles.

Renter is permitted to supply their own food and beverage or use MSC Catering. A partial kitchen is available to rent. If a partial kitchen is not requested by the Renter, the Owner will not allow any access in the kitchen. This means the Renter is responsible to bring their own water and ice as well. MSC assumes no

UPDATED: 7/19/19

liability or obligation for the quality or content of such food or beverages the renter brings in. If an outside caterer is being used for the event, the Renter must provide the Owner with a copy of their current business license and certificate of liability insurances. These documents must be provided to the Owner within five (5) days of your event; if these documents are not provided, the caterer will not be permitted to enter the building.

Owner reserves the right to place any further restriction on the use of the location covered by this Agreement as may be required to comply with any law, regulation or policy in effect with the United States of America, the State of Delaware or the City of Milford. Renter shall comply with and obey all rules and regulations of Owner attached hereto and made a part of this Agreement. ***NO SELLING OF TICKETS, COLLECTION OF ADMISSION FEE, OR ANY OTHER ITEMS ON MILFORD SENIOR CENTER PROPERTY; IT IS PROHIBITED BY LAW. IF THE COLLECTION OF MONEY OR SALE OF ITEMS IS OBSERVED ON THE PROPERTY, THE MILFORD POLICE DEPARTMENT WILL BE CONTACTED AND YOUR EVENT WILL BE CANCELLED IMMEDIATELY. NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO THE BUILDING OR CONSUMED ANYWHERE ON THE PROPERTY. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE BAR WHICH IS AVAILABLE FOR RENT, AND CONSUMED WITHIN THE BUILDING. IF OUTSIDE ALCOHOL IS BROUGHT IN, OR ANYONE IS OBSERVED CONSUMING ALCOHOL OUTSIDE IN THE PARKING LOT, THE MILFORD POLICE DEPARTMENT WILL BE CONTACTED AND YOUR EVENT WILL BE CANCELLED IMMEDIATELY. IN THE EVENT THE POLICE DEPARTMENT MUST BE CONTACTED AND YOUR EVENT IMMEDIATELY CANCELLED, NO AMOUNT OF THE RENTAL FEE WILL BE REFUNDED.***

Renter acknowledges that the Milford Senior Center is a smoke free building and that smoking is not permitted. Renter also acknowledges that nothing may be taped, glued, tacked or otherwise attached to any wall or floor in the building. These restrictions shall be strictly enforced and those violating will be asked to leave the premises. In the event there are such further restrictions, Renter shall be notified of them immediately in writing.

Should Renter violate any of its obligations under this Agreement, Owner shall immediately notify Renter of the violation in which case the Renter agrees to immediately cease and desist from the activity or rectify the violation. Failure to do so shall be cause for the immediate closure of the event and removal of Renter and guests from the location without any refund of any fees paid.

Owner has available an Event Liquor License. Should the Renter desire alcoholic beverage service, it will be provided utilizing a bar service provided by the Owner. Owner reserves the right in the sole and absolute discretion of the bartender providing service to refuse to serve any person who is deemed to be underage and has no proof of age or who is deemed to be inebriated beyond the safe limits of consumption and to close the bar and cease service at his or her sole and absolute discretion should it be warranted.

All terms of this Agreement between Owner and Renter are stated in this Agreement and any prior terms, conditions or representations are deemed to be merged herein.

\_\_\_\_\_  
RENTER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE OF MSC

\_\_\_\_\_  
DATE

MILFORD SENIOR CENTER, INC  
111 PARK AVENUE  
MILFORD, DE 19963  
302-422-3385

**DECORATOR AGREEMENT**

**DATE OF CONTRACT:** \_\_\_\_\_

**RENTER NAME:** \_\_\_\_\_

**DECORATOR:** \_\_\_\_\_

**DATE OF DECORATING:** \_\_\_\_\_

**TIME OF DECORATING:** \_\_\_\_\_

**PHONE NUMBER(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

- DECORATING TIME MUST BE SCHEDULED WITH THE EVENTS COORDINATOR AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT DATE TO ENSURE THE BUILDING IS ACCESSIBLE
- UPON ARRIVAL FOR YOUR SCHEDULED DECORATING TIME, THE OWNER WILL HAVE ALL TABLES SET UP PER THE FLOOR PLAN THAT WAS DECIDED ON BY THE DECORATOR AND/OR RENTER
- THE RENTER IS PROVIDED TWO (2) HOURS OF DECORATING TIME; IF MORE TIME IS NEEDED A RATE OF FIFTEEN (\$15.00) PER HOUR WILL BE CHARGED
- DECORATING FOR WEEKEND EVENTS IS NOT PERMITTED ON FRIDAY NIGHTS UNLESS AUTHORIZED BY THE EVENTS COORDINATOR
- NO FOG MACHINES, SMOKE MACHINES, DRY-ICE MACHINES, OR BUBBLE/SOAP MACHINES
- ONLY FLAMELESS CANDLES MAY BE USED IN THE BUILDING
- NOTHING MAY BE TAPED, GLUED, TACKED OR OTHERWISE ATTACHED TO ANY WALL OR FLOOR IN THE BUILDING; THIS INCLUDES RUNNERS ON THE FLOOR
- DECORATOR SHALL HAVE THIRTY (30) MINUTES AFTER THE END OF THE FUNCTION TO VACATE THE LOCATION, UNLESS PRIOR ARRANGEMENTS ARE MADE WITH THE EVENTS COORDINATOR
- ANY TIME AFTER THIRTY (30) MINUTES SHALL BE CHARGED AT THE RATE OF ONE HUNDRED DOLLARS (\$100.00) PER HOUR.
- ALL DECORATIONS AND ITEMS BELONGING TO THE DECORATOR MUST BE REMOVED FROM THE BUILDING THE NIGHT OF THE EVENT; ANY ITEMS LEFT BEHIND WILL BE DISPOSED OF AND THE COST OF SUCH DISPOSABLE WILL BE BILLED TO THE DECORATOR

Any breakage, damage, destruction or other loss to the Owner as a result of the event is the total responsibility of the Renter. The Renter will be charged accordingly.

The Owner has wi-fi internet connections, large screen TV with DVD/video player and projection screens which the Renter may utilize. The Owner also has a projector and sound system, which is available to rent. An employee of the Owner who will be present at the event shall operate the system.

Decorator expressly agrees to indemnify and hold harmless the Owner from any loss, personal injury, accident, claim, suit, action or cause of action that may occur during the event as a result of the action, inaction, negligence, fault, breach of law or otherwise by Decorator. This Agreement shall be deemed to act as a general release of Owner of any and all liability that may arise from the event arising from the negligence or willful acts of Decorator.

All terms of this Agreement between Owner and Renter are stated in this Agreement and any prior terms, conditions or representations are deemed to be merged herein.

\_\_\_\_\_  
DECORATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE OF MSC

\_\_\_\_\_  
DATE

MILFORD SENIOR CENTER, INC  
111 PARK AVENUE  
MILFORD, DE 19963  
302-422-3385

**CATERER AGREEMENT**

DATE OF CONTRACT: \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

CATERER: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

- ANY OUTSIDE CATERING REQUIRES DOCUMENTATION OF VALID BUSINESS LICENSE AND CERTIFICATE OF LIABILITY INSURANCE
- REQUIRED DOCUMENTATION MUST BE RECEIVED BY THE MILFORD SENIOR CENTER PRIOR TO THE CATERER ENTERING THE BUILDING
- A PARTIAL KITCHEN IS AVAILABLE FOR RENT BY THE RENTER; THIS INCLUDES USE OF DISHWASHER, COUNTER SPACE, WALK-IN REFRIGERATOR, AND ICE MACHINE
- IF A PARTIAL KITCHEN HAS NOT BEEN RENTED BY THE RENTER, THERE WILL BE NO KITCHEN ACCESS PERMITTED OF ANY KIND; IF NO PARTIAL KITCHEN IS REQUESTED YOU ARE RESPONSIBLE FOR YOUR OWN WATER AND ICE
- AT NO TIME WILL THE STOVES OR OVENS BE PERMITTED FOR USE
- CHAFFING DISHES ARE AVAILABLE FOR RENT BY THE RENTER
- PLACE SETTINGS ARE AVAILABLE FOR RENT BY THE RENTER; IN THE EVENT PLACE SETTINGS ARE REQUESTED, A DISHWASHER FEE WILL BE ADDED TO THE CONTRACT AS WELL. THIS FEE IS DEPENDANT UPON THE NUMBER OF GUESTS FOR THE EVENT
- YOU ARE RESPONSIBLE TO BRING YOUR OWN STERNOS, LIGHTERS, LATEX GLOVES AND UTENSILS
- ARRIVAL TIME MUST BE COMMUNICATED WITH THE EVENTS COORDINATOR AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT
- CATERER MUST TAKE ALL ITEMS BELONGING TO THEM OUT OF THE BUILDING WITHIN FIFTEEN (15) MINUTES AFTER THE END OF THE FUNCTION; ANY ITEMS LEFT BEHIND WILL BE DISPOSED OF BY THE OWNER AND SUCH DISPOSAL COSTS MAY BE BILLED TO THE CATERER
- ALL FOOD AND LIQUID MUST BE DISPOSED OF IN THE KITCHEN RECEPTACLE UNDER THE DIRECTION OF THE CUSTODIAN WHO IS PRESENT FOR THE EVENT

Any breakage, damage, destruction or other loss to the Owner as a result of the event is the total responsibility of the Renter. The Renter will be charged accordingly.

Caterer expressly agrees to indemnify and hold harmless the Owner from any loss, personal injury, accident, claim, suit, action or cause of action that may occur during the event as a result of the action, inaction, negligence, fault, breach of law or otherwise by Caterer. This Agreement shall be deemed to act as a general release of Owner of any and all liability that may arise from the event arising from the negligence or willful acts of Caterer.

All terms of this Agreement between Owner and Renter are stated in this Agreement and any prior terms, conditions or representations are deemed to be merged herein.

\_\_\_\_\_  
CATERER \_\_\_\_\_ DATE

\_\_\_\_\_  
REPRESENTATIVE OF MSC \_\_\_\_\_ DATE

# EVENT CHECKLIST

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Decorating Date: \_\_\_\_\_ Decorating Time: \_\_\_\_\_

\*NOTE: 2 free hours of decorating time on the day of the event.  
(Additional decorating time \$15 per hour).

Partial Kitchen \$100 . YES/NO

(Includes use of ice machine, water, counter space, walk-in refrigerator/freezer, dishwasher)

Chaffing Dishes YES/NO # needed \_\_\_\_\_ \$5 per dish

Plates, Silverware, Goblets YES/NO # needed \_\_\_\_\_ \$3 per place

Dishwasher YES/NO \$50.00 for up to 100 guests/\$100.00 for more  
Than 100 guests

Linen YES/NO # needed \$10 per table

Banquet YES/NO #Needed \$5 Each

Projector Use \$50 YES/NO

Extra Rooms YES/NO Room & Price: \_\_\_\_\_

Bartender YES/NO

( \$150/4hours/\$35 Each Additional Hour).

Large Screen TV \$75 YES/NO

Sound System \$75 YES/NO

Additional Request: \_\_\_\_\_

I understand the above items are all the Milford Senior Center will provide. Our set up staff will only make the above choices available. If you are using an event planner please make them aware of the choice you signed on contract.

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

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