



CITY OF CHESTER AGRIBUSINESS CENTER RENTAL APPLICATION

Today's Date: _____

Dates Requested: _____

Time Requested: _____ to _____ Total # of Hours Requested: _____

(Include set-up, breakdown, and clean up time.)

Applicant/Organization: _____

Name of contact/ Responsible Party: _____

Phone: _____ (Home) _____ (Cell)

Address: _____ City: _____ Zip: _____

***If the event includes outside activities, a special event application must be submitted to the Chester Police Department.**

Number of people expected to Attend: _____ Type of Activity: _____

Admissions Funds Collected? **Yes /No**

Concession Sold? **Yes/ No**

Alcohol served? **Yes /No** ***If yes, you are required to get an event insurance policy.**

***Free Rental for Council and Employees / Twice a year for either P&R Building and/or Market Building. Use of the Kitchen is \$150.00 as with regular rental. Additional days of rental will result in full price for rentals. Employees' rental use of the building is for personal use only. Employees are required to be present for the rental event and will be held responsible for the building.**

Hours of Availability

(6am to 12 Midnight)

All events must be completely cleaned up and clear from the facility by the closing time. City of Chester may extend their time on case-by-case basis.

Application Procedures

- The facility may be scheduled for an individual event or regular meetings.
- The facility can be scheduled for up to three (3) months in advance.
- Scheduling is on a first come, first served basis.
- Telephone inquiries are welcome, but an application and deposit are required to guarantee facility rental.
- The individual completing the application must be at least 21 years of age and must be present during the event.
- The individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event.

Payment Procedures

- A damage/cleaning deposit must be paid at the time of submitting an application for a reservation to secure that facility for the requested date. Deposit will also apply to all building facilities, furnishing, and equipment. To ensure the return of the deposit, an individual from City of Chester must check out the facility following the event. If there is no damage or excessive cleaning required, the deposit will be returned within 7 to 12 business days.
- Cancellation notice is required at least (7) days prior to the scheduled event in order to receive a full refund.
- The rental fee MUST be paid in full (10) days prior to the event. Failure to do so will constitute a cancellation.
- Payments may be made with cash, personal check, or money order.
- Checks are to be made payable to the City of Chester.

Insurance Requirements

- Renters may be required to provide a copy of their Liability Insurance to City of Chester within 30 days of the activity. Upon written request the City of Chester, a duplicate copy of the policy must be provided as evidence of the insurance protection provided.
- The required insurance policy is to be endorsed to 1) City of Chester, their officers, employees, agents, and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to the City of Chester.

Facility Rental Rules and Regulations

1. Rental hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean up.
2. Set-up begins at the specified time on the Facility Reservation Permit given at the time of making the reservation. Early delivery of supplies and set-up are not permitted.
3. All items brought into the facility by the renter are to be removed by the end of the rental period. The rental individual/group is to remove food, materials, equipment, furnishings, decoration, and garbage left after the use of the facilities.
4. All garbage should be placed in the trash can in closed trash bags and placed in the outside trash bind at the end of the event.
5. City owned equipment made available and used by the rental individual/group must be left clean.
6. All guests should remain within the designated areas.
7. The number of guests may not exceed the allowed occupancy number of the facility at any time during the event.
8. All facility staff will be permitted to enter the premises at any time throughout the event, if needed.
9. Cleaning supplies, including brooms and trash bags are available. Please request the needed items at of reservations.
10. Please remember that you have the facility available to you ONLY THE TIME REQUESTED. There may be other parties using the facility immediately after you. Therefore, please make sure that you have allotted time to set-up and teardown for your function.
11. Decorations may not be attached to the walls due to the age of the building.
12. Use of illegal drugs, tobacco, smoking, and/or gambling is not permitted in/or on the facility.
13. Only the facility specified on the Facility Reservation Permit will be available for use by the rental individual/group.
14. Rental facility is available 8am to 12 midnight. The event must conclude at a reasonable time to accommodate cleanup.
15. All minors on the premises must have adequate adult supervision.
16. The City of Chester does not assume responsibility for personal property left unattended in the facility.
17. The City of Chester cannot be responsible for accidents, injury, of loss of property due to event activities.
18. The misuse of the facility or the failure to comply with these regulations will be sufficient reason for denial of future reservations.
19. Event participants must park in the designated parking areas only.
20. The City of Chester scheduled events will take precedence over non-city events.
21. Flammable materials are not permitted to be utilized without the written consent of the Fire Marshall.
22. Any event that will include Alcohol MUST HAVE an event insurance policy.
23. Items belonging to the Summer Funding program may not be used or removed from the building.

Signature of Responsible Party:

Date:



Deposit Refund Agreement

I _____, agree to leave the facility in the same condition it was in prior to my rental:

- Trash taken out placed in outside trash bins.
- Floors swept and mopped if necessary.
- Toilets flushed.
- Key returned to City staff.
- Tables and chairs put away.
- NO PARKING ON GRASS.

Failure to comply will result in the loss of the deposit.

Signature of Renter:

Date:

Fees and Charges

Commercial Kitchen

Rental Detail	Rental Rates
Rental of Kitchen	\$25/ hour up to \$550.00
Refundable Deposit	\$150.00
Application Fee	\$25.00
Post-Production Fee	\$15.00

Large Room in Market Building

Rental Detail	Rental Rates
Rental of Large Room	\$300/ day
Refundable Deposit	\$150.00
Additional Fee for Kitchen	\$150.00

Fee Amount \$ _____ Deposit Fee \$ _____

AGREEMENTS

The group of individuals sponsoring the event using the facility hereby agrees to hold the City of Chester and their officers, agents, servants, and employees harmless from any and all liability and all claims for damages of any nature or kind, including all cost and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on the City of Chester property, or that may result from or claimed by reason of, the operations of said group or individual, as the individual, except for the sole negligence of the City of Chester. The group or individual, as the case may be, agrees to fully reimburse the City of Chester for any damage arising from the use of said facility, plus cost and/or attorney's fees, if any are incurred in collection of same. It is the renter's responsibility to inform all members of said group of the Rules and Regulations. Failure to abide by the Rules and Regulations could result in immediate loss of privileges of forfeiture of privileges for future use.

Signature of Applicant:

Date:

Signature of City Representative:

Date:

INTERNAL USE ONLY

Fee:

Deposit:

Approved:

Not Approved:

Receipt #:

Date Received: