

Key Card # Issued \_\_\_\_\_

**Sandra R. Vasquez Community Center  
316 N. LaPorte, Northlake  
Rental Agreement**

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Date of Party: \_\_\_\_\_ Rental Hours: \_\_\_\_\_

Type of Party: \_\_\_\_\_

**Facility allows no more than 100 guests.**

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

<b>Rental Charges: \$225.00 for Residents of Northlake</b>	<b>\$375.00 for non-residents</b>
<b>Saturday and Sunday</b>	<b>Saturday and Sunday</b>
<b>\$150 Monday-Friday Nights</b>	<b>\$300.00 Monday-Friday/non-residents</b>

**\$50.00 Refundable Key Card**      Check \_\_\_\_\_      Cash \_\_\_\_\_

***Deposits not picked up within 90 days of event will be forfeited.***

**\$75.00 Cancellation Fee with less than 30 Days Notice**

Date refunded on \_\_\_\_\_      Initials \_\_\_\_\_

***In the event of cancellation, refund will be given by check within 10 working days.***

## RENTAL AGREEMENT

1. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON ANY PART OF THE PROPERTY.**
2. No smoking shall be allowed in the building. Should any guests be observed smoking in the building or consuming alcohol on the premises, the event may be terminated. The Northlake Police Department may perform spot checks of the premises.
3. Set up for the event and clean-up afterward shall be the responsibility of the applicant.
4. No decorations are to be affixed to the drywall or ceiling with tape or tacks.
5. **ABSOLUTELY NO Piñata's. NO TAQUERO's. NO CONFETTI.**
6. Clean-up shall include wiping tables and chairs, cleaning the kitchen, returning tables and chairs to their proper storage places, sweeping and mopping the floor and vacuuming carpet runners, closing and locking all windows, turning off all lights and electrical devices. Applicant responsible for placing garbage in dumpster. The City shall be responsible for cleaning the bathrooms.
7. No admission fees or charges of any monetary value are allowed for any event held at the community center without the written permission of the Mayor.
8. No one under the age of 21 may rent the Community Center. The City of Northlake reserves the right to apply further rules or refuse permission of any rental under the judgment of the Mayor's Office to anyone or party in the foremost interest of the City.
9. Applicant shall hold harmless and fully release and discharge the City of Northlake and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which anyone in the party may accrue.
10. Guests shall be allowed to use the provided parking spaces for the Community Center. Should more parking be required, guests shall be allowed to park on the east side of LaPorte and the south sides of the (east/west) streets. Additional parking is available at the Northlake Library on Friday, Saturday and Sundays from 5:00 p.m. to 11:00 p.m. Cars left in the library parking lot after 12:00 a.m. are subjected to being towed.
11. Guests shall be respectful of surrounding property owners, by not blocking driveways, and keeping noise to a minimum after dark
12. Events shall not last beyond 11:00 p.m. on Friday or Saturday; or 10:00 p.m. on Sunday through Thursday as per the Noise Ordinance of the City of Northlake. Note: The alarm system will automatically reset at 12:00 a.m.
13. ***Failure to return the key card to the Northlake Police Department, 55 E. North Avenue, immediately following the event or the return of a damaged key card will result in the forfeiture of the \$50.00 key card deposit. Check deposits will be mailed and cash deposits can be picked up at City Hall the following business day.***

THIS APPLICATION BECOMES A BINDING AGREEMENT UPON EXECUTION BY THE CITY OF NORTHLAKE.

**I hereby authorize the City of Northlake to charge my credit card for any expenses which may arise due to property damage, or clean-up after my event.**

The undersigned also agrees to save and hold harmless and reimburse the City of Northlake with respect to any claims, suites, attorney's fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the Community Center by the undersigned.

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Signature of Applicant

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City of Northlake Agent

**Failure to pick up key at City Hall before event will result in a \$75.00 fine.**