



**TOWN OF BUFFALO
APPLICATION AND CONTRACT**

ROOMS AND SHELTER RENTALS

Application Date: _____

Applicant Name: _____ Phone Number: _____

Mailing Address: _____

Date Facility is to be used _____ Expected Attendance _____

Facility will be used for _____

List all Vendors (Catering, DJ, etc.) used at the facility: _____

I have been informed of the policies and regulations set forth by the Town of Buffalo and do hereby agree with all regulations. I understand that failure to observe the established policy can result in a future request being denied. I understand that a reservation is not considered made until the application with deposit (\$50.00) are received. The organization or individual agrees to pay the rental fee (Town Hall Rental Room- \$40), (Gazebo- \$25), (Gazebo Shelter- \$25) within seven working days of the filing of this application and deposit (\$50.00). If that payment is not received, the reservation will be void.

This contract entitles me to use the facility from 8 am to 11 pm. Any decorating that is required must be done during these hours. You can only decorate the day you have the facility rented unless prior arrangements and permission is given.

I have read and agree to follow the rules and regulations (attached) for the use of the Buffalo Town facilities, both rooms and shelters. (I agree that I understand that if the rental has not been cleaned, swept, and mopped, that the full security deposit will be retained.) I agree that I understand these are NO ALCOHOL and NO SMOKING facilities, and if evidence is found that this rule has been violated, the full security deposit will be retained. In the event that damage would occur over and beyond the fifty dollar (\$50.00) security deposit required, the Town of Buffalo retains the right to seek restitution for the amount of the damage.

Signed: _____

Phone: Home: _____ Work: _____ Cell: _____

Town Hall Rental Room: _____ Gazebo & Shelter: _____

Day of the week: _____ Date: _____

Security/Damage Deposit: _____ Rental Amount: _____

Cancellation Date: _____ Reason: _____

Welcome to the Town of Buffalo, **Town Park, Municipal Building, and Facilities.**

These facilities have been placed here for your use and we want all to enjoy them. They are owned and operated by the Town of Buffalo and are partially funded from the town budget. All other funding to operate, improve, and maintain must come from the rental fees. The fees presented to you have been carefully researched and selected and are under the regional fee rates for similar facilities in this area. To ensure that others to follow will be able to enjoy them in the same manner, we ask for your cooperation in abiding with all rules and regulations set forth.

These facilities will be closely monitored for any damage. Thank you.

HOLD HARMLESS AGREEMENT

I (we) agree to indemnify and save harmless the Town of Buffalo against all loss and damage, including damage to person or property arising from any act of, or negligence of mine, ours or of any person acting on (our) behalf while engaged in the performance of the above rental contract with the Town of Buffalo or while about the building or premises, or arising from accident or injury not caused by an act of the Town of Buffalo, it's agents or employees, to anyone attending the event for which I (we) have rented the facilities.

I have read the contract and the rules and regulations set forth by the Town of Buffalo. I agree to abide with any and all requests in this contract.

I have requested and received a copy of this contract _____ (initial)

I have not requested a copy of this contract _____ (initial)

Signed: _____

Date: _____

Town Representative: _____

Town of Buffalo office hours: Monday thru Wednesday, and Friday from 9:00 A.M. to 12:00 P.M. with evening hours on Thursdays from 5:00 P.M. to 8:00 P.M.

Contact Phone: 304-937-2041

RULES AND REGULATIONS FOR RENTAL ROOM & GAZEBO SHELTER

1. Rental agreement for Rental Room and Gazebo Shelter will be presented and explained to Lessee at time of rental. Agreement must be signed by Lessee and not a second party. All fees must be charged as stated. Any waiver of fees must come before Council at a regular scheduled meeting.
2. When using rooms, do not prop open doors. Doing so will cause damage to the heating and cooling system.
3. All doors and windows must be secured before leaving. Lights are to be turned off. Do not leave food in the refrigerator, nor debris on table and counter tops. Wipe up all spills on both table tops and chairs. Do not leave dishes in the sink. Do not flush food, coffee grounds, napkins, etc. down the commode. **DO NOT POUR GREASE IN THE SINK.** Place all trash in bags in the dumpster. Please sweep and mop the floor before leaving.
4. **DO NOT** place any thumb tacks, push pins, staples, masking tape, or scotch tape on walls, window facings, wood work, or tables in rooms or on poles and railing in shelters and Gazebo. Remove any and all decorations when leaving.
5. Do not stand on tables or chairs in rooms or shelters.
6. You are not permitted to rent a room or shelter in one name and allow its use by another. Rooms will **NOT** be rented to anyone under the age of eighteen. If a teen party is held, an adult named in the agreement must be present at all times. Anyone renting a facility for any purpose must be responsible for the behavior of under age children (accompanying them) playing in the park
8. Animals other than those assisting handicapped individuals and registered and licensed as such are prohibited from being in the building. Please observe this rule.
11. Do not use confetti or glitter in or around the facility. Rice and birdseed are permissible for outside.
12. There is to be **NO SMOKING** and **NO ALCOHOL IN THE BUILDING OR ON THE GROUNDS.**
13. There are to be **NO** grills set up inside the rental rooms or outside under the canopy. Grills are to be used at the picnic shelters or parking lots only.
16. Do not drive your vehicle, be it car, truck, motor powered of any type in the park area without prior authorization. The playground facilities are being used by children and vehicles in the park are forbidden.
18. Do not attempt to reset thermostats for heating and cooling.
19. Please do not remove anything from the building. All items must be accounted for before the security deposit will be refunded.
20. Should you encounter a problem with any facility that you have rented, please contact the Town Hall as soon as possible to make them aware of this problem. If you should find a chair or table that is broken, please set it aside. The item can be replaced or repaired.

PLEASE SET THERMOSTAT BEFORE LEAVING:

A/C AIR CONDITIONING:

- **SET TO 76 DEGREES BEFORE LEAVING.**



HEAT :

- **SET TO 55 DEGREES BEFORE LEAVING.**

***PLEASE DO NOT TOUCH ANY OTHER SETTING!!! ONLY THE TEMPERATURE SETTING.**

THANKS,

MANAGEMENT