

Empire Electric Association, Inc.
Calvin Denton Room Utilization Contract

Applicant/Account Holder _____	Event _____
Applicant/Account Holder _____	Date In: _____ Time In: _____
Member Account # _____	Date Out: _____ Time Out: _____
Cell or Other Phone # _____	Key # _____
Email Address _____	

The undersigned Applicant agrees to follow and abide by all items set forth below with the understanding that the location is under 24-hour video surveillance:

Eligibility Requirements

1. NO activities in the Calvin Denton Room shall be for profit.
2. Applicant must be over 18 years of age, and a member of Empire Electric in good standing.
3. Applicant **shall be present at all times** during the event and takes full responsibility for the use of the Calvin Denton Room according to this contract.
4. A maximum of 12 bookings in one calendar year shall be allowed per member.

Restrictions

By initialing below, you agree that should any of these restrictions be violated your deposit will be forfeited, you may be asked to immediately vacate the premises, and you could lose privilege of future use of the Calvin Denton Room.

- _____ 1. The Calvin Denton Room is only available for use during the hours of **8:00am to 9:00pm.**
- _____ 2. No tobacco, tobacco products, marijuana, marijuana products, alcoholic beverages, illicit drugs, or any illegal substances are permitted in the Calvin Denton Room or any other part of Empire's premises.
- _____ **3. No open flames, barbecues or foggers are allowed inside the Calvin Denton Room or on any other part of Empire's premises at any time.**
- _____ 4. Nothing may be hung from or taped to the walls, ceiling, windows or doors.
- _____ 5. Noise shall be maintained at levels that allow surrounding business offices to proceed with normal business activities.
- _____ 6. The maximum occupancy of the Calvin Denton Room shall not exceed 85 persons.
- _____ 7. No unlawful business shall be conducted on the premises.
- _____ **8. Applicant assumes all responsibility and risk for the care and supervision of all persons who may attend the event. All persons shall remain inside the Calvin Denton Room during the event and only use the parking lot for going to and from the Calvin Denton Room.**

Responsibilities

By initialing below, you agree that should you not meet the following responsibilities, your deposit will be forfeited, you may be asked to immediately vacate the premises, and you could lose privilege of future use of the Calvin Denton Room.

- _____ 1. Should you need to cancel your event, please notify the office at least 24 hours before the event.
- _____ 2. The Calvin Denton Room key shall be picked up from Empire during normal business hours prior to room use. No arrangements will be made to pick up keys outside of normal business hours. Failure to pick up a key shall be considered cancellation of the event.
- _____ 3. Following the event, the key shall be placed in the key return box outside the Calvin Denton Room door.
- _____ 4. Applicant shall turn off all auxiliary lights and secure the doors upon vacating the premises.
- _____ 5. All scuffmarks shall be cleaned from the floor.
- _____ 6. Parking for events held during business hours is limited to delineated parking spots that are not next to the

building.

- _____ 7. The kitchen in the Calvin Denton Room is provided for the sole purpose of holding and serving food. All food should be prepared and cooked off-site. The oven and range should only be used to warm or hold temperature of food before serving.
- _____ 8. You will be held responsible for any cleaning, repair costs, or loss of any item or piece of equipment on Empire's premises. Applicant's deposit shall apply against these charges and applicant shall pay any other costs directly to Empire Electric. Cleaning costs shall be a minimum of \$100 and include reasonable labor and overhead costs related to the Calvin Denton Room itself, the restrooms, parking lot, and landscaping.

Miscellaneous

- 1. Applicant shall pay for any lost or damaged room keys at the cost of \$10.00 per key.
- 2. Empire reserves the right to cancel any reservation at any time for any reason by notifying the Applicant.
- 3. Empire may cancel this Contract or deny future use of the Calvin Denton Room if the Applicant fails to comply with any of the Eligibility Requirements, Restrictions, or Responsibilities of this Contract.
- 4. Any charges assessed for damages not paid within 90 days will be transferred to the Applicant's electric account.
- 5. Applicant assumes responsibility for injury to any third party using the Calvin Denton Room under this Contract and the Applicant shall indemnify and hold harmless Empire from the claims or demands of any third party, who asserts his/her injuries arose from the activities associated with the Event while on the premises of Empire.

SAMPLE

<p>Received Deposit in the amount of _____ on _____.</p> <p style="text-align: center;">\$50.00 per Reservation Date</p> <p>_____ Cash</p> <p>_____ Check (# _____) Received by _____</p>
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Applicant/Representative Signature:

Date:

Empire Electric Representative:

Date