

# Bridgeport Stage Rental Agreement

## Renter Information

Event Type/Purpose of Rental: \_\_\_\_\_

Contact Name / Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Rental Information

Date of Rental: \_\_\_\_\_

- Morning Rate 6 a.m. to 3 p.m. (\$150).
- Evening Rate 4 p.m. to Midnight (\$200).
- All Day 6 a.m. to Midnight (\$300)
- Whole Building/Weekend (*\$700.00 fee includes Bridgeport Stage from Friday*

### Noon to Sunday Midnight

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- Optional \$200.00 cleaning fee
- \*Alcohol to be served or consumed

<i>Staff Use Only</i>	
Total \$	_____
Date Pd	_____
<input type="checkbox"/> Rental Deposit Paid	
Date Paid	_____
<input type="checkbox"/> Alcohol Deposit Paid	
Date Paid	_____

**\*Special Events Application approval required. A uniformed officer is required at all events where alcohol is served or consumed at the rate of \$35.00 per hour with a minimum of 4 hours per event. Renter or event coordinator is responsible for cash payment to officer at the event before any alcohol may be served or consumed.**

## General Information

**Refundable deposit: \$200 for any rental plus \$200.00 if alcohol will be served or consumed**

## Facility Rental Conditions

- Rentals include use of room(s) rented, tables, chairs, trash cans, a broom and a mop.
- Renters will not charge admission or sell anything without permission from the Parks department.
- Renters must be at least 21 years of age.
- Alcohol is permitted **only** through approval of a Special Events Application.
- Smoking is prohibited.
- Gambling is prohibited.
- Smoke machines are prohibited.
- There must be one adult present for every fifteen (15) minors (under 18 years of age).
- Any decoration or items that may cause damage to the facility in any way are prohibited.
- The department reserves the right to cancel or reschedule rental.

## Reservation Information

- Reservations made less than one (1) week prior to rental date must be approved by Parks & Rec staff.
- A \$200.00 deposit is required to make a reservation.
- Any deposit not picked up by renter within 90 days after rental will be destroyed.
- Rentals must be paid in full two (2) weeks prior to rental date.
- Fee refunds will be given for cancellations as follows:
  - 100% refund if cancellation is 2 weeks prior to rental.
  - 50% refund if cancellation is 5 working days prior to rental
  - No refund if cancellation is 48 hours prior to rental

## Renter's Responsibilities

- Renter may pick up key at Bridgeport City Hall on the business day prior to your event and must have the key returned no later than following business day.
- Renters are responsible for properly disposing of all trash, wiping down all countertops, sinks, sweeping and mopping the room(s) rented, and arranging tables and chairs as they were found.
- Renters assume full responsibility and liability for all people present at time of rental.
- Disregard or abuse to any or all of the above will result in partial to full loss of deposit.

The responsible party/renter \_\_\_\_\_ agrees to hold harmless the City of Bridgeport, it's employees, representatives and volunteers, from and against any and all claims, suits, actions, damages, liability, and/or causes of action of any kind or character whatsoever (including all costs, expenses, and attorney's fees relating thereto), for any personal injury, loss of life or property, and/or damage to property, sustained in or about the said facilities, or arising from or relating in any way to the rental agreement for the above facilities.

The responsible party/ renter further agrees to adhere to the rules and regulation of the Bridgeport Parks and Recreation Department and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the function for which the facility is rented. Any other rules which may apply will be listed in a facility rental condition form.

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Signature of Responsible Party

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Date