

# VISIONS BUILDING CORPORATION

## -EVENT RENTAL AGREEMENT-

The Visions Building Corporation has undertaken certain responsibilities as set forth below in reference to renting the Visions Meeting Hall, hereinafter **Meeting Hall**, and desires to rent to:

\_\_\_\_\_;

hereinafter **Renting Party**, the premises known as Meeting Hall, located in the Visions Building Corporation at 6320 Manchester Avenue, Kansas City, Missouri, 64133, under the following terms and conditions:

### A. FEE SCHEDULE:

- 1) Cost of Rental (Saturday & Holidays) \$1500.00(includes base cleaning)
- 2) Sunday-Friday Rentals only \$1100.00(clean-up up to 4 hrs)
- 3) Security/Damage Deposit \$750.00(**cash-refundable**)
- 4) On Site Security (see policy appendix for fees) OR a Valid Credit Card Pre-Authorization of \$2000.00 processed through ULCU for Security Damage Deposits

### B. PAYMENT PROCEDURE:

- 1) All rental fees are to be **paid in full no later than thirty (30) days** prior to the date of the event, as well as the security/damage deposit. **If all the terms of the cleaning and damage language are met**, the security/damage deposit will be refunded.
- 2) When reserving the Meeting Hall, a **fifty percent (50%) non-refundable** deposit must be paid.
- 3) Weekly or monthly rental fees may be negotiated.

### C. RULES OF USE:

- 1) The Visions Building is a *non-smoking* building – no exceptions.
- 2) The person or persons renting the Meeting Hall must be at least twenty-one (21) years of age.
- 3) Renting Party will be responsible for all damages to the property. Renting Party should survey the property prior to use and note damaged, inoperable, or unsafe areas, in writing, to the Visions Building Corporation.
- 4) Renting Party will be completely responsible for the conduct of their guests.
- 5) In the event of any problem or act of serious nature, Renting Party will use good judgment in the notification of the appropriate local authorities as well as contact the Visions Executive Board Representative as designated on agreement.
- 6) During the rental period, Renting Party shall have access to and use only the main hall, restrooms, kitchen, and entry areas.
- 7) Approval must be obtained from the Visions Building Corporation before any decorations may be attached to the walls and ceilings of the facility. Further, any and all decorations must be approved prior to the date of the event.

- 8) **No profit-making activities are allowed** (i.e. door charges, ticket sales).
- 9) The application for rental of the Visions meeting hall may be denied for any reason by Visions Building Corporation.
- 10) Use of Visions Meeting Hall for purposes other than those stated in the Rental Agreement, will result in forfeiture of the security/damage deposits as well as any deposit of the rental fee amount.
- 11) Failure to adhere to any listed conditions in this Agreement may result in the forfeiture of all deposits paid and ineligibility for future use.

**D. MAINTENANCE:**

- 1) Renting Party is responsible for removal of all decorations, for picking up all trash and litter, and removing the same from the premises. This provision shall also include, but not be limited to, all bathrooms and the parking lot.
- 2) The premises must be properly cleaned and vacated by 1:30 a.m. or will result in forfeiture of all security/damage deposits **(All trash inside and parking lot & decorations)**
- 3) Failure to clean and return the premises to the original condition will result in forfeiture of the security/damage deposit.

**E. ALCOHOLIC BEVERAGES/ILLEGAL DRUGS:**

- 1) Renting Party agrees that alcoholic beverages will not be provided to or consumed by **minors**.
- 2) Renting Party warrants and agrees that illegal drugs will not be allowed or used on the premises.

**F. CANCELLATION:**

- 1) For reservations cancelled no less than **45 days before** the scheduled event, Renting Party will forfeit the **fifty percent (50%)** non-refundable deposit of the rental fee pursuant to the provisions of Section B(2), unless the original date of the rental can be rebooked for rental by the Visions Corporation.
- 2) For reservations cancelled **less than 45 days** before the scheduled event, Renting Party shall be liable for the **full rental amount**, excluding the security deposit.

**G. DEPOSIT REFUND:**

- 1) Renting Party must remove decorations, belongings, & trash before the security/damage deposit will be refunded.
- 2) Upon completion of each rental, a representative of the Visions Building Corporation will check the facility. If there are no damages and clean up has been satisfactorily completed, and the event did not extend beyond the scheduled rental period (1:30 a.m.), Visions shall return the deposit within fourteen (14) business days.
- 3) If the facility has been damaged, Visions Building Corporation will notify the Renting Party of such damages, in writing.
- 4) Amount of damage will be determined solely by the Visions Building Corporation or its representatives.

- 5) Damages and other deductions in an amount less than \$750.00 will be deducted prior to the return of any deposit.
- 6) Renting Party is responsible for reimbursing Visions Building Corporation the cost of damages in excess of the \$750.00 security/damage deposit within seven (7) days of written notification by Visions Building Corporation.
- 7) In the event the Renting Party has chosen the \$2000.00 Pre-Authorization Security-Damage Deposit Option, any additional costs assessed for damage to the facility will be retained by the ULCU for the Visions Building Corporation.

**H. DECORATION GUIDELINES:**

- 1) All decorations must be approved by the facilities manager/representative prior to the scheduled event. No glitter, confetti, hay/straw will be allowed.
- 2) No use of scotch tape will be allowed anywhere unless expressly instructed otherwise.
- 3) After the event is over, decorations must be removed from all areas of the meeting hall, including walls, tables, ceiling beams, etc.
- 4) Do not use rice to throw at wedding receptions; bird seed is highly recommended as an alternative.

**I. CLEANING LIST:**

- 1) The intent is for renters to leave the building and the grounds in the same condition as found.
- 2) Remove all trash sacks from the building and place in the dumpster provided outside of the building.
- 3) Remove all personal items or equipment from the premises.

**J. EMERGENCY TELEPHONE NUMBERS:**

- |                                 |                   |
|---------------------------------|-------------------|
| 1) Visions Building Corporation | 358-2606          |
| 2) Joe Burnell                  | 356-0777/560-5336 |
| 3) Chuck Gabert                 | 308-8867          |

**RENTAL AGREEMENT CONTRACT**

I/We the undersigned Renting Party understand, accept, and agree to conform to the conditions for use of Visions Building Corporation or portions thereof; which include fee schedule, payment procedures, equipment availability, rules of use, maintenance, alcoholic beverages, illegal drugs, cancellation, and deposit refund; and

I/We the undersigned Renting party agree to indemnify, protect, and save harmless Visions Building Corporation, Meeting Hall, its officers, members and/or employees from any and all claims of others for injuries to persons or property occurring in or upon the premises as defined in this agreement, and arising out of the use, occupancy or operation of the said premises by Renting Party except such claims for injuries as are caused by the intentional or willful act of Visions Building Corporation or the Meeting Hall.

\_\_\_\_\_ Date Signed \_\_\_\_\_  
Renting Party Name

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Social Security/Driver's License No. \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Rental Purpose: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Rental Hours: \_\_\_\_\_ to \_\_\_\_\_

Rental Deposit Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

Renting Party Signature: \_\_\_\_\_

Accepted By: \_\_\_\_\_ for Visions Building Corporation

Deposit Refunded: \_\_\_\_\_ Yes \_\_\_\_\_ Date Refunded \_\_\_\_\_  
\_\_\_\_\_ No \_\_\_\_\_ Amount Refund \$ \_\_\_\_\_

# VISIONS BUILDING CORPORATION

## -EVENT SECURITY AGREEMENT-

The Visions Building Corporation has undertaken certain responsibilities as set forth below in reference to renting the Visions Meeting Hall, hereinafter **Meeting Hall**, and has agreed to rent to:

\_\_\_\_\_;  
hereinafter **Renting Party**, the premises known as Meeting Hall, located in the Visions Building Corporation at 6320 Manchester Avenue, Kansas City, Missouri, 64133, under the following terms and conditions:

The Renting Party will pay the costs for on-premises Off-Duty KCPD security as subcontracted by Visions Corporation. Events at the Visions Meeting Hall will be mandated to have at least one off-duty KCMO Police Department Officer per every 100 guests, the first of which must be a Sergeant.

The hourly fees are set forth below:

KCPD Sergeant        \$34.00 / hour

KCPD Officer         \$29.00 / hour

These Officers will be hired for no less than a four hour shift, beginning no later than 10 pm, and ending at 2 am. If the Renting Party wishes to cover the costs, these officers can be assigned to start earlier. If the guest count grows beyond the above specified parameters, the Officers are authorized to deny entry to the property (building, surrounding land and parking lots) until such time as the mandated ratios of guest per officer is met.

These officers will be responsible for enforcing the rental agreement time limit of 1:30 am.

Costs for this service will be arranged and remitted by the Renting Party no less than 20 days prior to the event.