

HOME BUILDERS ASSOCIATION OF OWENSBORO  
3515 WATHENS CROSSING  
OWENSBORO, KY 42301  
270-688-0353

**RENTAL AGREEMENT**

Name of Renter \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

DATE & TIME OF EVENT \_\_\_\_\_

Rent Charge \$ \_\_\_\_\_ Check# \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Check# \_\_\_\_\_

<b><u>Member Fees:</u></b>	
<b><u>Kight Board Meeting Room</u></b>	
<b>Day Events (Monday – Friday)</b>	
Fees: 0	Deposit: 0
No evening events!	
<b><u>Atmos Energy Meeting Room</u></b>	
<b>Day Events (Monday – Friday)</b>	
No Fee	Deposit: \$50.00
<b>Evening Events (weekdays Mon. – Thurs.)</b>	
Fee: \$125.00	Deposit: \$50.00
<b>Evening Events (weekend: Fri., Sat., &amp; Sun.)</b>	
Fee: \$150.00	Deposit: \$50.00

<b><u>Non-Member Fees:</u></b>	
<b><u>Kight Board Meeting Room</u></b>	
<b>Day Events (Monday – Friday)</b>	
Fees: \$75.00	Deposit: \$0.00
No evening events!	
<b><u>Atmos Energy Meeting Room</u></b>	
<b>Day Events (Monday – Friday)</b>	
Fee: \$150.00	Deposit: \$100.00
<b>Evening Events (weekdays Mon. – Thurs.)</b>	
Fees: \$250.00	Deposit: \$100.00
<b>Evening Events (weekend: Fri., Sat., &amp; Sun.)</b>	
Fee: \$300.00	Deposit: \$100.00

Number of people attending \_\_\_\_\_ Type of event \_\_\_\_\_  
Caterer \_\_\_\_\_ Alcoholic Beverages served \_\_\_\_\_  
Bartender \_\_\_\_\_

**RULES & REGULATIONS**

Capacity— approximately 150

- NO SMOKING! THIS IS A SMOKE-FREE ENVIRONMENT!
- You are renting the meeting room only; you may not try to enter any of the locked doors entering office space.
- Do not use tacks, nails, or tape on the painted surfaces of walls.
- All trash may be disposed of in the totes outside the rear door located near kitchen. If trash is more than the totes can hold, you are responsible for its disposal.
- Turn off all lights and lock all doors when you leave.
- Return all tables and chairs to there original place when you have finished.
- Clean the restrooms and kitchen area, sweep & mop floor, & so on.
- PLEASE KEEP YOU'RE PARTY INSIDE THE MEETING ROOM AT ALL TIMES.
- Rental keys available for pick up one day prior of event during business hours (Mon. – Fri., 8:00AM - 4:00PM)
- Your deposit will be returned once we have inspected meeting room and the key has been returned to our office. If key is NOT returned, there is a \$25.00 fee.
- All evening events must be concluded & cleaned up by 3 A.M.
- FAILURE TO CLEAN WILL REQUIRE LOSS OF DEPOSIT. NO EXCEPTIONS.
- RENTER IS RESPONSIBLE FOR ANY DAMAGE TO BUILDING X \_\_\_\_\_

I have read and understand the terms of this contract. I understand that should any of the guidelines not be met, I will forfeit my deposit.

Signature \_\_\_\_\_ Date \_\_\_\_\_