



# VILLAGE OF MANLEY

## RENTAL CONTRACT

The Village of Manley hereby agrees to rent the property described as:

**Manley Community Center**  
**115 Cherry St**  
**Manley, NE 68403**

\_\_\_\_\_  
Name of Lessee

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Time of Event

\_\_\_\_\_  
Time of Setup

\_\_\_\_\_  
Type of Event

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Other Phone

\_\_\_\_\_  
Email (Optional)

<b>Fees:</b>	Facility Rental <u>Deposit</u>	\$ 100.00
	Key <u>Deposit</u>	\$ 100.00
	Vertical Platform Lift <u>Deposit</u> , (if applicable)	\$ 500.00
	Facility Rental -	
	East Upstairs Room	\$ 50.00
	West Upstairs Room	\$ 50.00
	Downstairs	\$ 50.00
	Entire building	\$ 100.00

Paid _____	Check # _____	Ret'd _____
Paid _____	Check # _____	Ret'd _____
Paid _____	Check # _____	Ret'd _____
Amount \$ _____		
Paid _____	Check # _____	

**Terms of Rental Contract are as follows:**

1. The facility rental deposit is due upon execution of this contract. Select which room you would like & provide a separate check, payable to Village of Manley, for the facility rental deposit. Return one signed copy of this contract, along with the check to one of the following places: the Village Office, the white water mailbox by the Fire House or mailed to the Village of Manley, PO Box 97, Manley, NE 68403.

2. The Vertical Platform Lift (VPL) is available for your rental if you will have people who find the stairs difficult. There is a \$500 deposit and one person will need to be responsible for it. We will give the key to that person and instruct them on the proper usage of the Lift. The VPL is NOT an elevator and any misuse or damage of it is the responsibility of the renter.

\_\_\_\_\_ trained by \_\_\_\_\_ Date \_\_\_\_\_

(over)

3. Make arrangements with the Village Office to pick up the key(s). If there is no rental scheduled the day prior to your event, you may get into the building to decorate/set-up, etc. then, if you'd like. We will need checks for the facility key deposit, VPL key deposit (if applicable) and facility rental charge when you pick the key(s) up.

*(We need a sizeable deposit for the facility key because if one is not returned, we will have to re-key the building. It seems like a lot of separate checks but it makes it easier for us to just return your deposit checks rather than cash yours and re-issue one back to you.)*

4. In the event of the Lessee's cancellation or failure to comply with any of the listed terms, the Village of Manley shall be entitled to retain the facility rental deposit paid by the Lessee.

5. Parking for rentals is on the west side of Cherry Street. Please do not park on the east side in front of our residents' homes.

**\*\*Driving up to the picnic shelter is allowed for loading & unloading only, weather permitting. No parking is allowed on the grass.**

6. Lessee agrees to assume complete responsibility for the premises and agrees to hold the Village of Manley harmless for any liability arising during Lessee's use of the premises.

7. The Village of Manley will not be responsible for any lost, stolen or damaged items.

8. Lessee will be charged for the repair of any damages caused by nailing, taping, gluing, hanging of decorations. Please NO tape on the walls. (There are numerous corkboard walls that you can pin things to.)

9. The Manley Community Center and Park are non-smoking areas.

10. Parties must vacate the premises by 12:00 AM.

11. Lessee is responsible for removal of trash, sweeping the floor and any further clean-up necessary to restore the rented area to its original condition.

12. A representative for the Village of Manley may enter the premises at any time without prior consent.

13. If only one room is reserved for a specific day, the Village retains the right to rent other rooms to other patrons on this same day.

14. Any additional terms \_\_\_\_\_

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative for Village of Manley