

RENTAL CONTRACT
Buzz Ware Village Center
2119 The Highway
Arden, Delaware 19810

Name: _____ Date: _____

Phone: (____) _____ (Day)/ (____) _____ (Evening)/ (____) _____ (Emergency)

Name of organization: _____

Address: _____

Name of Contact Person at Event: _____ Number of attendees: _____

Furnishings/equipment needed:

No. of tables: _____ No. of chairs: _____ Refrigerator: (Y/N) _____ Janitorial Svc: (Y/N) _____

Other: _____

Room Number	Date Begin	Date End	Times of Day	Days of Week	Number of Days	Rental Fee
_____	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____
_____	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____

Security deposit: _____ Special arrangements: _____

Rental Fee and Security Deposit are due at time of signing (see section on Rates). Please make checks payable to *Buzz Ware Village Center* and mail to:

Building Manager, 2119 The Highway, Arden, Delaware, 19810

LIABILITY AGREEMENT: I have read the attached rules governing the use of the Buzz Ware Village Center and agree to abide by them. I acknowledge that I am responsible for the conduct of all persons attending this event and accept liability for any damage to the Buzz Ware Village Center, its contents or its grounds not covered in the Rules and Regulations. I release the Buzz Ware Village Center, its Committee, agents and representatives from any and all claims for personal injury, death or property damage which may arise from or during the use of the buildings, grounds, and/or facilities pursuant to this Rental Contract.

Name of Renter: _____ / _____ Date: _____
(Please print name) (Signature)

BWVC Representative*: _____ / _____ Date: _____
(Please print name) (Signature)

*BWVC Committee Chair or Building Manager

Rules for Rental Use of the Buzz Ware Village Center

Rental: Permission to use the Buzz Ware Village Center for purposes other than official functions of the Village of Arden, or the Towns of Ardencroft or Ardentown may be secured only by completing a Rental Contract and paying the required Rental Fee and Security Deposit.

Damage: Authorized users are responsible for any damage to the Village Center, its contents or grounds over and above ordinary wear. *This responsibility includes damage done by uninvited guests or attendees which occurs during the period of authorized use.* The extent of damage shall be determined by the Buzz Ware Village Center Committee. No alterations or fixed additions are to be made to the building or its contents without special permission and notation on the rental contract. The Buzz Ware Village Center is not responsible for the personal property of renters, their guests or attendees.

Minors: Minors must be supervised by an adult (over 21) at all times. The supervising adult must be in the building during use of the Buzz Ware Village Center by minors. Unsupervised minors will be removed from the building. *Leaving minors unsupervised will result in forfeiture of security deposit and loss of user privileges; the supervising adult is responsible for the behavior of all attendees.*

Drugs, Alcohol and Smoking: Illegal drugs are prohibited from Buzz Ware Village Center property. *Illegal drug use or possession will result in prosecution, forfeiture of security deposit, and loss of user privileges.* Alcoholic beverages are permitted at special events only by permission of the Village Center Committee. *No smoking is allowed in the Buzz Ware Village Center.*

Clean-up: Authorized users are responsible for restoring the room to the condition it was found in before use; otherwise, the cost of janitorial service* will be charged to the renter or deducted from the security deposit (see * under "Rates"). Clean-up (janitorial service) includes clearing and wiping down tables, bagging and disposing of trash in outside receptacle, and removing all decorations. The Village Center will provide the necessary supplies and equipment (trash bags, etc.) for clean-up.

Lock-up: Authorized users are responsible for ensuring that all lights and electrical appliances, including lights and fans in the restrooms, are turned off; that all doors and windows are closed and locked before leaving the premises, and for returning the key to the Building Manager.

Parking: No parking is permitted on the Sherwood Green (grass) in the vicinity of the Buzz Ware Village Center except by special permission, in advance, from the Arden Civic Committee. All vehicles must be parked in the off-street parking lots. If parking lots are full, Arden Safety Ordinance requires vehicles parked on the street to have both curbside wheels off the street. Parking **must be done** in the following order: 1) front parking lot; 2) over-flow lot across from Gild Hall; 3) if both lots are full, street parking, but not on Green side.