

Ponca City Development Authority (PCDA)
Meeting Space
Rental Agreement and Policies

DATE: _____

ORGANIZATION/CUSTOMER NAME: _____

ADDRESS: _____

CONTACT: _____

PHONE: _____

EMAIL: _____

SECONDARY CONTACT: _____

SECONDARY PHONE OR EMAIL: _____

THIS AGREEMENT, made and entered into and between PCDA and the above named party, hereinafter referred to as the “Lessee” hereby covenant and agree to abide by the following provisions:

1. EVENT DESCRIPTION. PCDA agrees to rent the space designated below to the Lessee based upon the representation made below and subject to all of the terms and conditions of this agreement. The Lessee accepts and acknowledges the terms and conditions and represents and warrants that the event planned for the venue is as follows:

Event Name: _____

Event Description: _____

Event Date: _____ Number of Guests Expected: _____

Start Time: _____ am/pm End Time: _____ am/pm

Facilities Leased: Redbud: _____ 3C: _____

LEASE AMOUNT: _____ \$ _____ (To be filled in by staff)

Reservation Amount paid:	_____	Date:	_____
Additional Deposit paid:	_____	Date:	_____
Final Amount Paid:	_____	Date:	_____
Setup Fee Paid:	_____	Date:	_____

2. ROOM RATES

Redbud/ 3C: \$25.00/hour

No Deposit.

Minimum of \$200 for a weekend event

3. PAYMENT TERMS

All payment must be made one month prior to the event date. All events booked less than thirty (30) days before the date of the event shall require full payment of estimated fees and deposits and this payment will not be refunded if the event is cancelled by the Lessee.

4. UTILITIES/DISRUPTION OF PREMISES

PCDA shall furnish reasonable heat, water, lights and air conditioning necessary for the Lessee's use during the term of this contract deemed necessary by PCDA. PCDA, however, shall not be held responsible for any loss or damage resulting from any lack of heat, water, lights or air conditioning due to an area wide loss of power, an act of God, water leaks, acts by the Lessee or its guests or the failure of equipment to operate or function properly through no fault of PCDA or its agents.

5. CANCELLATIONS BY PCDA. The lessee is advised that PCDA shall abide by any health or other public safety guidelines that may be imposed or recommended by competent local, state or federal authorities. In addition, PCDA retains the right to cancel this agreement if it is determined that it will create a conflict or nuisance with other events, building tenants or guests. In such an event, the Lessee shall be entitled to a full refund of any and all funds paid to PCDA to that point. PCDA shall not be liable for any other event cancellation expenses that may have been incurred by the Lessee.

6. SETUP: Both rooms have certain limited availability of tables and chairs. These tables and chair may be available to the Lessee upon prior arrangements. It is the responsibility of the Lessee to request tables and chairs and PCDA will advise if they are available for the event. Should the Lessee request setup by PCDA, there will be a setup fee charged and due in advance that is not a part of the rental fee.

7. VISUAL EQUIPMENT

The Redbud room at City Central is equipped with visual equipment that may be available to the lessee if requested in advance. If provided by PCDA, the lessee agrees to abide by all rules and instructions pertaining to the use of such equipment and shall be responsible for any damage done to the equipment due to negligence, theft during the event, misuse or failure to follow the instructions.

6. MAXIMUM CAPACITY

The lessee agrees to limit the number of attendees to the number to the maximum allowed in this agreement or fire departments regulations, whichever is less. The Lessee also agrees to follow any verbal instructions provided during the event by PCDA, the Ponca City Fire Department, or the Ponca City Police Department.

7. RELEASE OF LIABILITY

To the fullest extent permitted by law, Lessee shall indemnify PCDA, and its directors, officers and employees, and save them harmless from and against any and all claims, actions, damages, liability and expense arising out of or in connection with (a) loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the Premises, or the occupancy or use

thereof by Lessee, its employees, agents, invitees and licensees, or occasioned wholly or in part by any act or omission of Lessee, its agents, employees, invitees or licensees; and (b) any breach by Lessee of any of its obligations hereunder.

8. COLLATERAL CONTRACTS/PERMITS/LICENSES, AND PERMISSION.

The Lessee shall be responsible for all other contracts, obligations, and expenditures made in connection with its use of the leased premises. By way of illustration and not limitation, these contracts may include entertainment, catering and licenses, insurance, special furnishings or decoration, staffing, etc. The Lessee shall be responsible for the procurement and expenses of all licenses, permits and union and trade organization clearances required for use of the leased premises for the purpose stated.

9. RENTAL RATES

The Lessee agrees to pay the charges listed under Section Two above, in exchange for the use of the leased premises and any provided services.

For PCDA:

Signature Date: _____

Title

Lessee Signature Date: _____

Print Name/Company/Title (as appropriate)