



Town of Welch, OK

Civic Center Lease Application

The Civic Center is available for lease for individual use, company meetings, banquets, presentations, events, etc. If you have an interest in leasing the Civic Center, complete the application and deliver it to the Town of Welch City Clerk with payment no less than 7 days prior to the scheduled event. For additional information, contact Welch City Hall at (918) 788-3616 or visit the website at: www.townofwelch.myruralwater.com

CIVIC CENTER SCHEDULE OF FEES:					
Check Room Selection	Choices	1-4 hours \$\$	5-8 hours \$\$	9-24 hours \$\$	Cleaning Deposit
<input type="checkbox"/>	Small Banquet Room (includes Kitchen)	\$30	\$50	\$70	\$50
<input type="checkbox"/>	Large Auditorium (includes Small Banquet Room and Kitchen)	\$50	\$75	\$100	\$150
<input type="checkbox"/>	Stage Lighting	\$0	\$0	\$0	\$0
<input type="checkbox"/>	P.A. System	\$0	\$0	\$0	\$0
<input type="checkbox"/>	Projector	\$0	\$0	\$0	\$0

Fee Note: (1) The schedule of fees and charges do not apply to Welch Public Schools (WPS) for which “non-admission charging events” are held where no products and/or services are sold/auctioned. However, WPS must adhere to the Lease Guidelines for all non-payment items. (2) Non-Profit organizations may request exemption from fees and charges where a portion of the proceeds from the event is donated to the Town of Welch. (3) Red Cross Blood Drives, Veterinarian Spay/Neuter Clinics, and other Non-Profit events may be exempt at the approval of the Town of Welch.

LESSEE/APPLICANT INFORMATION:	
Lessee/Applicant Name:	Mailing Address:
Phone #:	Email Address:
Type of Lessee (<i>Check One</i>): Individual <input type="checkbox"/> For-Profit Entity <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Public Entity <input type="checkbox"/>	
Date Of Event:	
Hours/Time Of Event:	
Type of Event: (<i>e.g., Wedding, Fundraiser, Meeting</i>)	
# of People Attending Event:	
Event Contact Person and Info, if different from above (<i>Name, Phone, Email, Etc.</i>)	

LEASE GUIDELINES - WELCH CIVIC CENTER

1. The Town of Welch will perform an inspection walk-through with the Lessee before and after the event to document the state of the building.
2. Payment of lease fee and cleaning deposit must be made no later than seven (7) days prior to the event date.
3. Cleaning Deposit is required and will be refunded if the room(s) are left clean and orderly, and the closing checklist, is completed and submitted to the City Clerk. **See Exhibit 1.** Failure to clean up after any event will result in a forfeiture of deposit. If a Security Deposit is refunded, a check will be mailed to the address provided on the application.
4. Cancellation of an event notice must be made seven (7) days prior to the event date.
5. Any additional time for use of the Civic Center beyond that stated in the agreement will be charged an additional \$30/\$50 for every four (4) hours of use.
6. Lessee must be 18 years of age or older. Any minors on the premises must be supervised.
7. Keys should be picked up at City Hall the day before the event (2 days if on a Sunday). Lessee shall maintain sole possession and control of the key from the time of receipt until return following the event. No person other than the Lessee shall be authorized to use or hold the key and the reproduction or distribution of keys is prohibited. Lost or damaged keys issued to the Lessee will result in a \$50 charge. Keys must be returned to City Hall the day after an event, or returned in the night drop box if leased during the weekend or after normal business hours
8. Trash container/bag, mop, broom and dust pan will be made available for the event.
9. The Lessee is responsible for placing all trash in the dumpster located outside on the south side.
10. All doors must be locked and lights turned off upon the conclusion of an event.
11. Damages and Liabilities. **See Exhibit 2.**
12. Alcoholic Beverages. **See Exhibit 3.**

PROHIBITED ACTIVITIES:

1. Possession or use of illegal drugs or substances, and smoking/vaping any tobacco products, or use of marijuana, is strictly prohibited in the building and on the grounds of the Civic Center.
2. No illegal gambling activities.
3. No staples or nails shall be used on walls for displays. Only wall-safe tape may be used.
4. Animals are not allowed in the Civic Center with the exception of service dogs assisting the disabled, or as permitted by the Town of Welch.
5. Live music, amplified sound, and all other noise generated by the event shall comply with limits set forth in the Town of Welch's noise ordinance and shall not constitute a nuisance to neighbors or others within the vicinity.

By signing below, the Lessee certifies they have read and examined this document and all exhibits and know the same to be true and correct. All provisions of laws and ordinances governing this type of activity will be compiled whether specified herein or not. Granting a lease does not presume to give authority to violate or cancel the provisions of any other state or local law.

LESSEE SIGNATURE

DATE

PRINT NAME

EXHIBIT 1
EVENT CLOSING CHECKLIST - WELCH CIVIC CENTER

Prior to leaving the Civic Center, the Lessee shall complete and return the following checklist to the City Clerk. The list will be used for the final inspection walk-through for consideration of deposit return.

ALL EVENTS.

- All decorations have been removed from the walls, ceiling, floor, etc.
- All trash has been removed from the floors and counters throughout the building (including restrooms).
- Trash has been removed from trash cans and taken to the dumpsters on the south side of the building.
- Chairs and tables have been wiped clean, stacked, and put away in their original location.
- Thermostats have been turned up to 85 degrees in summer and down to 50 degrees in winter.
- All toilets and urinals have been wiped down and flushed, sinks wiped down, and trash removed from all restrooms.
- All lights have been turned off.
- All doors have been shut and locked.

EVENTS THAT INCLUDE FOOD AND BEVERAGES:

- Kitchen floors have been swept and mopped.
- All countertops have been cleaned off and wiped down.
- Kitchen sink has been emptied, cleaned, and wiped down.
- The stove top has been cleaned off and wiped down.
- The refrigerators have been cleaned and emptied of the event's items.

I hereby certify that the above tasks have been completed:

LESSEE SIGNATURE

DATE

PRINTED NAME

Received by Town of Welch:

NAME/SIGNATURE

DATE

EXHIBIT 2
DAMAGES AND LIABILITY - WELCH CIVIC CENTER

1. To the fullest extent permitted by law, the Lessee agrees to indemnify, defend and hold harmless the Town of Welch, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys; fees, court costs, or alternative dispute resolution costs arising out of, or related to the Lessee's use of the Civic Center, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use of other diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of the Lessee and participantsit's officers, agents and volunteers, or anyone directly or indirectly employed or hired by the Lessee, or anyone for whose acts the Lessee may be liable for, regardless of whether caused in part by the negligence or wrongdoing of the Town of Welch and any of its agents or employees.
2. The Lessee shall purchase and maintain the following insurance: Special Event Liability Insurance, or the equivalent Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence bases.
3. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the Town of Welch.
4. Prior to activities commencing, the Lessee shall furnish the Town of Welch with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the Town of Welch named as an additional insured and provide the appropriate additional insured endorsements.
5. If damage is noted before the event, please notify City Hall immediately.

No provision of this agreement shall constitute a waiver of the Town of Welch's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

LESSEE SIGNATURE

DATE

PRINTED NAME

EXHIBIT 3
ALCOHOLIC BEVERAGES - WELCH CIVIC CENTER

Alcohol: Consumption of alcoholic beverages are permitted in the Civic Center only upon the conditions outlined below (the sale of alcohol is strictly prohibited). Alcoholic Beverage is defined as: Alcohol, spirits, beer and wine and include very liquid or solid, patented or not, containing alcohol, spirits, wine or beer capable of being consumed as a beverage by human beings.

1. The lessee must be over twenty-one (21) years of age , whether acting as an individual or representing an organization, and must be physically present on site at all time during the event.
2. The lessee must comply, and is responsible for ensuring all event participants, comply with all applicable local, state, and federal statues, rules, and regulations regarding the consumption of alcoholic beverages.
3. Alcoholic beverages **shall not be sold** on the premises No alcoholic beverages may be served to persons under the age of twenty-one (21) and no open containers may be transported off the premises. The lessee is responsible to see that all activities are properly controlled and supervised.
4. The Town of Welch reserves the right to limit or cease alcoholic beverage service and consumption on the premises before, during, or after an event if the Lessee or any event participants either (a) violate any of the conditions set forth in this section, or (b) exhibit behavior deemed to be disruptive by a Town of Welch official, authorized staff member, or any law enforcement officer. Such action on the part of the Lessee or event participants will constitute a breach of the Lease Agreement, and the Lessee and his or her guests will be required to vacate the premises. The Town of Welch is entitled to retain all lease fees and deposits paid under the lease agreement as liquidated damages.
5. The Lessee is **required to provide special event liability insurance** as defined and described in Exhibit 2.
6. The Town of Welch shall not be liable to the Lessee or any other individual or entity for any injury, loss, or damage to property or to any person on the premises. Lessee will save, hold harmless, and indemnify the Town of Welch from and against all loss, liability, or expense that may be incurred as a result of sale consumption of alcoholic beverages on the grounds or in the facility or any other negligence on the part of the Lessee or event participants.
7. **Security is required** for all events at the Civic Center at which alcoholic beverages are served. Lessee must hire a security service approved by the Town of Welch or its designee, to be on-site at the event for the entire duration of the event.
8. It shall be the duty and obligation of the Lessee to ensure compliance with these provisions by the Lessee and all event participants. Failure to comply with any of these provisions by the Lessee or any event participant shall be a breach of the lease agreement and grounds for the Town of Welch to require Lessee and attendees to vacate the premises immediately. In such case, the Authority shall be entitled to retain all lease fees and deposits paid by Lessee.

LESSEE SIGNATURE

DATE

PRINTED NAME