

**Town of Bluff Rental Contract for Public and Private Events
Bluff Community Center (BCC), Fire Mesa Kitchen (FMK), Pavilion, Off-
Premises Chair Rental, Classes & Activities**

To reserve the Bluff Community Center (BCC), Fire Mesa Kitchen (FMK), Pavilion, or hold a regularly scheduled Class in the BCC or FMK, renters must sign this rental contract and pay all fees in full in the form of cash, money order, certified check, or personal check prior to the start of the event.

Rates and Services

	Fire Mesa Kitchen	Bluff Community Center	Pavilion (restrooms and dumpster)	Classes/ Activities*
Half Day (5 Hours or less)	\$60	\$125	\$60	\$0
Full Day (7a-10p)	\$100	\$200	\$60	\$0
Cleaning Fee (required and non-refundable)	\$40	\$50 half or full day	Included with rental	N/A
Audio/Visual Rental	\$35/day	\$35/day	N/A	N/A
Linen Rental	\$4/linen	\$4/linen	\$4/linen	\$4/linen

***No fee if the class or activity is advertised and open to the general public.
If you are a registered 501c3, the rental fee is waived, cleaning fee still applies.**

Pavilion

There is no fee for occasional or daily use of the Pavilion. Use of the Pavilion is included in the rental of the Bluff Community Center and/or Fire Mesa Kitchen.

To rent the Pavilion for an event **without** the use of the Bluff Community Center Auditorium nor Fire Mesa Kitchen, there is a \$60 fee. This selection includes use of the outdoor pavilion, restrooms (located inside the Bluff Community Center) and use of the dumpster. Tables and Chairs for use under pavilion are available for rent through inquiry with Community Center Manager.

Rental Procedure

1. To inquire about renting any Town of Bluff facility, please contact Malia Collins, Bluff Community Center (BCC) Manager via phone or email at 435-269-0023 or communitycenter@townofbluffutah.gov.
2. If the requested date(s) are available, complete ‘Town of Bluff Rental Contract for Public and Private Events’ and return to BCC Manager. The space is not reserved until a signed contract and payment is received.
3. Payment amount is calculated by:
 - a. Half Day or Full Day Rental (The entire time you will be using the facility)
 - i. **If you are a registered 501c3, the rental fee is waived, cleaning fee still applies.**
 1. Please submit proof of 501c3 status with this application.

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- b. Cleaning Fee
 - i. Required for ALL rentals and Non-Refundable.
 - c. Additional Rental
 - i. Linen
 - ii. Audio/Visual Equipment
4. Submittal of Contract and Payment:
- a. Please make check/money order payable to **Town of Bluff**.
 - b. In person, please schedule drop-off time with Malia Collins, Bluff Community Center Manager (contact information below)
 - i. Town of Bluff Office
190 N 3rd East, Suite 1
Bluff, UT 84512
 - c. Via mail
 - i. Town of Bluff
PO Box 324
Bluff, UT 84512
 - d. Contract via Email and Payment coordinated with Malia Collins
communitycenter@townofbluffutah.gov or 435-269-0023

Policies

1. Cancellation Policy: This Contract must be signed and all fees and costs paid **prior to use**. If the rental is canceled for any reason a fee will be charged to cover the cost of handling, inconvenience, and the unavailability of the facility to others. Cancellations between **5 and 20 days prior to the day of use will be charged 25%** of the fees. Cancellations **less than 5 days** prior to the day of rental will be **charged 50%** of the fee, and any cancellation **within 24 hours of the day of rental or the day of rental will be charged 100%**.
2. Room Dividers: Only designated personnel may open or close the room dividers as they are easily bent and/or broken. Leaning on the dividers or hanging anything from them is prohibited.
3. Decorations: Wall hangings may be suspended from the picture rail only. **Painter's tape** may be used to **suspend objects on the walls**. Only **electrical or painter's tape may be used on the floor**.
4. Alcohol and Drugs: Illegal Drugs or Drug Use is forbidden in and on Town owned property. Alcohol is prohibited unless Local Consent has been obtained from the Bluff Town Council prior to signing the Contract.
5. Weapons: Weapons are prohibited in the Bluff Community Center and surrounding Town owned property.
6. Dogs that are well behaved are allowed in the Bluff Community Center. The dog owner is responsible for any damage or injuries caused by the dog.
7. Cleaning: If the BCC is rented for consecutive days, the cleaning will be done at the conclusion of the rental. Minimal cleaning will occur (bathrooms) during the rental period. **Cleaning Fees are non-refundable and required for every rental.**

Additional Information

8. Tables and Chairs are included with the rental of the Bluff Community Center. Rental of tables

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and chairs for use outside of the Fire Mesa Kitchen and Pavilion is an additional cost and must be arranged with Bluff Community Center Manager prior to rental. Renter is responsible for setting up all tables and chairs needed and returning them to the storage closet or where they were found, by the end of the rental period.

9. Table and Chair quantity, type and size:
 - a. 10 – 8ft Rectangular Tables
 - b. 12 – 5ft Round Tables
 - c. 100+ Cushioned Folding Chairs
 - d. Additional chairs available upon request
10. Black Tablecloths/Linens are available for rent for rectangular and round tables at \$4/linen.
11. Audio/Visual Equipment is available for rent.
 - a. Projector & Screen with HDMI cord
 - b. Anchor Audio Beacon - Bluetooth Speaker with 2 wireless microphones

Check-out

Renters are expected to leave the BCC “as they found it” and to take down and put away chairs, tables and any rented equipment. All trash, including party decorations, is to be taken out and deposited in the dumpster. **If the dumpster lid does not close completely, it is the renter’s responsibility to coordinate disposal of any trash that does not fit in the dumpster.** Keys are to be returned to the BCC designated representative or lock box. It is expected that all renters will be responsible for the appropriate care of the BCC.

Post-Rental Checklist:

- Tables and chairs wiped down using designated spray and wipes & put back into storage.
- Any spills / sticky areas need to be cleaned, all grease must be removed from the premises
- Trash removed and disposed of in the dumpster, boxes broken down. All trash must fit in the dumpster with the lid closed. Any trash that does not fit in the dumpster must be taken off premises by the renter.
- Inspect outdoor and outer perimeter areas of the center for trash and personal items.
- Linens (if rented) are placed in laundry bin, located in the Cleaning Closet.

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I/we _____ (print name) agree to abide by the terms of the Town of Bluff's Rental Contract for Public and Private Events.

Address: _____

Phone: (H) _____ (C) _____ Email: _____

Check the box(es) that meets the specifications of your rental:

	Fire Mesa Kitchen	Bluff Community Center	Pavilion (restrooms and dumpster)	Classes/ Activities
Half Day (5 Hours or Less)	<input type="checkbox"/> \$60	<input type="checkbox"/> \$125	<input type="checkbox"/> \$60	<input type="checkbox"/> \$0
Full Day (7a-10p)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$60	<input type="checkbox"/> \$0
Cleaning Fee* (required and non-refundable)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	Included with rental	N/A
Audio/Visual Rental	<input type="checkbox"/> \$35/day	<input type="checkbox"/> \$35/day	N/A	N/A
Black Linen Rental	<input type="checkbox"/> \$4/linen	<input type="checkbox"/> \$4/linen	<input type="checkbox"/> \$4/linen	<input type="checkbox"/> \$4/linen

***Any consecutive day rental, the cleaning fee will be applied once and minimal cleaning (restrooms) will occur during rental.**

Date & Time of Use: _____

Rental Fee(s) Due: _____ **Cleaning Fee(s) Due:** _____

Linen Quantity: _____ (#) Rectangular Tablecloths _____ (#) Round Tablecloths

Linen Fees: _____ **Total Fees Due:** _____

Payment Method & Check Number: _____

Renter's Signature: _____

Town of Bluff Representative's Signature: _____