

Ruby Rupner Auditorium Agreement

Rental Date: _____

Name of SPECIAL EVENT or person(s) event is for: _____

Arrival Time: _____:_____ **Departure Time:** _____:_____

Note: All payments must be cash or check. Credit cards are NOT accepted. Thank you.

Rental Fees (check those that apply):

- Security Fee—\$12 per hour (required)
- Hourly—\$40 per hour *or* 8 hours or more—\$300
- If you are serving food and beverages—\$20
- Technology use (projector, sound system, DVD player, conference phone *upon request*)—\$25
Wi-Fi access is free.

_____ **Down payment: \$100 (non-refundable if event is canceled)** Received: Cash/Check # _____ / Staff initials _____
The \$100.00 down payment will be cashed and deposited upon signing the rental agreement. This payment is part of your total payment but must be paid separately. There is a \$30.00 fee for any returned check due to non-sufficient funds.

_____ **I understand that liability insurance is required with my rental and will deliver a copy of the front page of my home or business owner's insurance form no later than seven days prior to the event.** Received: Staff initials _____

Lessee, its agents, and employees shall not conduct on the Jay C. Hormel Nature Center premises that which is contrary to the laws, regulations, and ordinances of any government authority or the rules and regulations of the Jay C. Hormel Nature Center. If Lessee is advised of any violation by it, its agents, its employees, or persons it has admitted, Lessee will immediately desist from and correct such violations.

Lessee will pay the cost of repairing any and all injury or damage which may be done to the building or any of the fixtures, furniture, or furnishings thereof by any act of Lessee, its employees or agents, or anyone visiting the building upon the invitation of the Lessee, including the patrons of the attraction or function for which the Lessee is renting the premises.

The Lessee shall be liable for payment of the full amount of the fee whether the rental facility is in fact used or not on the dates specified above, unless the City of Austin and Lessee agree to the rescheduling of said event or events at a time agreeable to the City of Austin.

The City of Austin has adopted certain rules and regulations for the operation of said Ruby Rupner Auditorium, Gordon Lonning Resource Room, and Interpretive Center classrooms. Said rules and regulations are on file with the Director of the Jay C. Hormel Nature Center and are hereby made part of this agreement. Said Lessee, its agents, its employees, and persons it has admitted agree to abide by said rules and regulations.

_____ **I have read and agree to the policies and regulations.**

Agreed to this day, _____, by the following parties:

J. Luke Reese, Director/Naturalist
Jay C. Hormel Nature Center • Parks, Recreation, and Forestry Dept., City of Austin

PRINT Lessee/Renter Name/Title

Signed

Street Address

City

State

Zip Code

(_____) _____ - _____
Phone

Email Address