

**MARRIOTT-SLATERVILLE CITY
CITY HALL RESERVATION AGREEMENT**

Name or Organization: _____

Address: _____ City: _____

Contact Person: _____ Phone: _____

Proposed Use of Facilities: _____

Date Rented: _____ Day of Week: _____

PARTIES AND OTHER ACTIVITIES:

- Multi-purpose Room Resident \$ 75.00
 Non-Profit Must Show Form: #501C3.

Refundable Deposit \$100.00

WEDDINGS:

- Multi-purpose Room Resident \$ 175.00
 Municipal Gardens Resident \$ 200.00

Refundable Deposit \$100.00

MEETINGS:

- Library Resident \$ 25.00
 Multi-purpose Room Resident \$ 50.00
 Non-Profit Must Show Form: #501C3.

Times utilizing Facility: From: _____ To: _____

Doors will be open at the EXACT TIMES listed above. MARRIOTT-SLATERVILLE CITY REQUIRES THE RESPONSIBLE PERSON TO REMAIN AT THE FACILITY DURING THE HOURS LISTED.

By signing below I agree to abide by all of the rules. Violation of any of the rules will result in the loss of the \$100 deposit, as well as all rental privileges in the future. I understand that the City assumes no responsibility or liability for losses, claims, accidents, or injuries arising from my activity or my reservation at this facility.

Signature of Responsible Party: _____ Date _____

FOR EMERGENCIES PLEASE CALL: 801-791-4997

MARRIOTT-SLATERVILLE CITY CITY HALL RESERVATION POLICY

1. **Residency Requirement.** I understand that the Marriott-Slaterville City Hall shall only be rented to residents of the City after proof of residency is established. Businesses located in the City, governmental agencies, and 501(c)(3) Non-profit Organizations are also eligible to rent City facilities.
2. **Rental Agreement.** A resident desiring to rent the City Hall complex shall complete the Reservation Agreement and is subject to this City Hall Reservation Policy. The resident renting the facility is required to read, understand, and acknowledge this Policy as the “renter” of the facility.
3. **“AS IS” Facility Condition.** Renter understands and acknowledges that rental and use of the facility is in an ‘AS IS’ condition. There is no guarantee by the City as to the condition of the building, lawns, flower beds, trees, fixtures, restrooms, toilet paper, paper towels, dumpster, and anything else whatsoever.
4. **Rental Fees Paid.** All facility rental fees, plus a \$100 deposit must be **paid-in-full** the date the reservation is made. Weddings are subject to additional policies listed in Paragraph 16 below.
5. **Set-up Fee.** There is an additional and separate “Set-up Fee” of \$75 for renters desiring to set-up for their event the day prior to their event.
6. **No Catering.** Renter understands and acknowledges that Marriott-Slaterville City is a government agency and **IS NOT** a caterer or catering service. Marriott-Slaterville City **DOES NOT** provide to renter any: city vehicles, phones, tablecloths, utensils, dishes, televisions, DVD players, power cords, audio equipment, electronic equipment, backdrops, decorations, tape or anything else whatsoever. Any items beyond use of the building must be provided by the renter.
7. **Damage Prohibited.** Renter understands and acknowledges that they will not allow anyone at their event to tape, nail, or adhere decorations or anything else to walls, windows, or furnishings. Renter also understands and acknowledges that they are responsible to provide adequate parking for their event. Renter is also required to provide security for their event if they anticipate or should anticipate that security may be needed. Renter understands and acknowledges that the City may require them to obtain insurance coverage as a condition of renting the facility. Renter assumes liability for any and all damage to any City facility or property caused by them or any person attending their event.
8. **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE BUILDING FOR ANY REASON.** Renter understands and acknowledges that if they need additional tables or chairs they must make arrangements for such at their own expense.
RENTER UNDERSTANDS THAT IF THEY MOVE ANY OF THE FURNITURE THEY ARE RESPONSIBLE TO PUT IT BACK WHERE IT WAS REMOVED FROM.

There is a separate “Set-Up Fee” of \$75 for renters who wish to set up the day prior to the wedding. Everything must be cleaned up and removed by 10:00 pm on the night of the wedding. If anything is left on the premises the day after the wedding, the \$100 deposit will be forfeited.

16. **Renter Agreement.** Renter understands and acknowledges that they will follow this Policy as part of the Rental Agreement they shall complete. Renter agrees to pay the appropriate rental fee and deposit as required. Renter understands that if they violate this Policy they will lose their deposit, and lose all future rental privileges. Renter understands that they may request a refund up to 24-hours prior to their event if they cancel the event. **Renter understands that any refund or return of deposit may take up to two (2) weeks to process.**
17. **Renter understands that City Staff WILL NOT modify this Policy for any event.**

Rev 08/2024