



Rental Date _____

Golden Hours Rental

Name _____

Address _____

City _____ State _____

Zip Code _____

Phone Number _____

Email _____

Other Information

Number of people expected: _____

Number of tables requested: _____

Number of chairs requested: _____

Set up/ Take down instructions:

For office use only _____

Golden Hours Routing Checklist

- All paperwork is filled out by renter
- Renter understands all fees and schedule
- Rental is approved by Ginger Myers & Edd Bridge
- Date & time confirmed with renter
- Date & time is on the master calendar and added into Sportsites
- An employee is assigned to work the rental and shift added into When2Work

Golden Hours Rental After-Care Checklist

Thorough walkthrough of the kitchen

- Dish washer off
- Steam table off
- Oven off
- Vent fan off
- Turn out lights in closet and lock closet door
- Lock all lunch doors

Gym walkthrough– if used check for hazards

Building walkthrough

- Check bathrooms for cleanliness

Initial & Date _____



Golden Hours Ogden Active aging Center
650 25th Street
801-629-8864

Golden Hours Senior Center Event Rental Agreement

Background

- The Golden Hours Senior Center has limited availability for rentals of rooms for daytime and afternoon events at the Center.
- Golden Hours offers different-sized rooms that can accommodate parties from 10-100 people.
- A room rental after normal operating hours necessitates having a building monitor present for the event; availability of rooms may be dependent on the availability of personnel.
- Golden Hours is a non-smoking facility and does not allow alcohol to be served or consumed.
- Events cannot go past 10:30 p.m. without prior written approval.
- All requests for rentals are evaluated on a first come, first serve basis, and are based on availability.
- Rentals of the Golden Hours facilities must be by persons 60 years and older or by groups for the benefit of persons 60 years and older. Groups renting the facility are responsible for providing their own supplies for cleaning up after the event.

Equipment and Lighting

Golden Hours has some limited specialty lighting in the Social Hall with a sound system and projector. Golden Hours Social Hall has a stage.

Other Amenities

Golden Hours has a kitchen that is designed for serving food with an icemaker.

Access and Parking

Ample free parking is available on the east side of the building just off of Madison Ave. as well as parallel parking on 25th Street.

Golden Hours Senior Center

Rental Agreement

Short Term Rental Agreement

This short term lease agreement made and entered into this _____ day of _____, 20_____, by and between Ogden City Corporation, AS LESSOR, hereinafter called "CITY", and _____, hereinafter called "LESSEE", to lease the Golden Hour Senior Center Room, which is owned by the City, solely on the dates indicated and solely for the specific purpose specified. The specific purpose is: _____

_____. Ogden City reserves the right to deny approval of special events that do not comply with Ogden City ordinances and/or policies.

Rental Term

Event Date and Time: (Closing no later than 10:30) _____

Room requested: _____

Cleaning Deposit

The LESSEE agrees to clean up the facility including any and all garbage, debris, and spills, and remove the trash to the outside dumpster. The lessee also agrees to clean off and wipe down all the tables and return the chairs and equipment to their original location. The LESSEE must supply all cleaning materials for their event. In the event the facilities are not cleaned, the LESSEE will forfeit the cleaning deposit. The CITY may assess additional charges if the cleaning deposit does not cover all expenses.

Restroom Maintenance

The CITY will provide clean and supplied restroom(s) for the event. LESSEE is responsible to see that the restrooms are cleaned, maintained and no damage or vandalism is done to fixtures therein during this time period.

Rental Fees

LESSEE agrees to pay the following rental fees and cleaning deposit for the lease and use of said facilities: (Please see "Fee Worksheet – Page4 (to calculate rental fees due)

Rental Fees Due: \$ _____

Total Cleaning Deposit due: \$ _____

In the event the fees are not adequate to pay the actual costs, LESSEE shall forthwith, upon billing, pay the CITY said excess amount within ten (10) days from date of billing.

Cancellation Policy

This lease may be canceled by either party by providing written notice no later than seven (7) working days prior to commencement of the lease. LESSEE agrees to pay the CITY for any and all costs incurred prior to a seven (7) day written cancellation of this rental agreement.

Golden Hours Senior Center

Fee Work Sheet

Item	During hours	After Hours	Quantity	Unit	Total
FEE (No Admission charged)					
Social Hall (no fee charged) Full Area	\$20.00	\$25.00		Hourly	
Social Hall (no fee charged) 1/2 Area	\$10.00	\$15.00		Hourly	
Kitchen	\$10.00	\$15.00		Hourly	
Social Hall/ Kitchen	\$25.00	\$30.00		Hourly	
Meeting Rooms	\$10.00	\$15.00		Hourly	
Total Required Fees Due					
FEE (Admission Charged)					
Social Hall (fee charged) Full Area	\$30.00	\$37.50		Hourly	
Social Hall (fee charged) 1/2 Area	\$15.00	\$22.50		Hourly	
Kitchen	\$15.00	\$22.50		Hourly	
Social Hall/ Kitchen	\$37.50	\$45.00		Hourly	
Meeting Rooms	\$15.00	\$22.50		Hourly	
Cleaning / Security Deposit				Event	
Total Rental Fee:					

Qualified, nonprofit senior organizations (for persons 60 years and older) may use the meeting rooms at no charge during operating hours (if available) and the gymnasium at half the above price if the organization does not charge any of the participants. Groups renting the gymnasium after hours or during operating hours for any activities or programs involving the charging of a fee or admission by the participants shall pay the above stated fee, plus 50 percent of the rental fee.

Indemnification and Waiver of Claims by Lessee of Lessor

LESSEE agrees to indemnify and hold harmless City and its elected officials, officers, its authorized agents, employees and volunteers from and against any and all claims, damages, demands, cause and charges arising out of or resulting from the use of the facility or by reason of LESSEE'S performance or failure to follow the Golden Hours Senior Center lease agreement.

Non-Assignability

This lease agreement is not assignable by the lessee either in whole or in part, nor shall the LESSEE sublet the leased premises or any part thereof without written permission of the CITY.

Notices

All notices herein required to be given or which may be given by either party to the other, shall be deliverable, in writing, to the following address:

LESSOR:
Golden Hours Senior Center Supervisor
650 25th St.
Ogden, Utah 84401
(801) 629-8864

LESSEE:

In the event the LESSEE breeches this agreement and legal action becomes necessary to enforce the terms hereof, LESSEE agrees to pay all court costs and a reasonable attorney's fee. Failure to conform to the terms of this agreement, or other just cause may result in the CITY terminating this agreement at any time prior to the commencement of the lease.

LESSOR:
Ogden City, a Municipal Corporation

BY: _____
Edd Bridge
Recreation Manager

BY: _____
Ginger Myers
Golden Hours Supervisor

LESSEE:

BY: _____
Authorized Representative