

Matchett Center Rental Contract

Enclosed are the requirements and restrictions for the rental of the Matchett Center. Rental fees are listed below and should be followed with exception from special permission from the Bourbon Town Council. A \$200.00 refundable security deposit is also required at the time of rental. **The security deposit and rental fee must be paid by two separate checks.**

Small Room: \$75

Large Room (**Triton Graduation Parties**): \$100

Large Room: \$150

Entire Facility: \$250

Weddings: \$600

In addition, a fee of \$50 will be charged for cancellations or changes to reservation dates less than 30 days prior to the event.

Please mail this signed contract, along with payment to:

Town of Bourbon
104 E Park Avenue
Bourbon, IN 46504

Person or Organization obtaining rental: _____

Contact Phone Number: _____

Date of rental: _____

I have read the requirements and restrictions for the rental of the Matchett Center. I understand said rules and agree to adhere to them.

Signed: _____ Date: _____

Thank you! Please feel free to contact the Bourbon Clerk Treasurer's Office at 574-342-4755 with any questions or concerns.

**Matchett Square
805 N Harris Street
Bourbon, IN 46504**

Restrictions and Requirements:

INDEMNIFICATION: The Lessee shall indemnify and save the Lessor harmless from all liability to any person for damages and claims for damages to person or property resulting from any acts done on leased premises by Lessee or any other person coming or being on the leased premises by the invitation or license of Lessee, expressed or implied. At the discretion of the Lessor, Lessee may be required to furnish a certificate of insurance covering liability.

1. Smoking is strictly prohibited anywhere in the building.
2. Any form of lewd or indecent performances is strictly prohibited.
3. No pets are allowed (working companion dogs excluded).
4. Any use of alcohol must be confined to inside of the building.
5. No standing or sitting on tables. Tables and chairs are not to be taken outside the building.
6. Only free standing or table decorations are allowed. Tape, pins, tacks, etc. are strictly forbidden to be used on any surface inside the building. All decorations must be removed from the building. Nothing shall be hung from or placed on wall lights. No confetti, glitter or small pieces of symbols or letters are to be used as table decorations.
7. Candles may be used if enclosed in glass bowls, votive cups or like protection.
8. Any excessive mess, marks on walls or ceiling will result in forfeiture of security deposit.
9. The building is air conditioned, therefore, windows are not permitted to be opened. The doors are not to be propped open at any time.
10. The parking lot is to be left clean of all debris.
11. The Lessee must cleanup and restore premises to the same condition as when possession was obtained. All kitchen counter tops and equipment used must be cleaned (You will need to furnish your own dish towels). The Matchett Center provides dish soap and trash bags. Make sure to clean up any spills that occurred during the period of rental. All trash from banquet

room(s) and kitchen must be bagged and placed in the outside dumpster before leaving the building. All tables and chairs used must be cleaned. Floors must be swept and hand mopped as needed. PLEASE DO NOT USE SCRUBBER MACHINE!!!

12. All tables and chairs need to be cleaned. If you need more tables or chairs than are set up when you arrive please observe the following instructions. Please put tables and chairs on racks that are provided and leave them in the banquet room. Please do not put racks back in small storage rooms. There will be approximately 30-40 chairs left over. Just put them in one area of the room, do not stack them against the wall.
13. The Lessee shall be responsible for the conduct of their guest's behavior. Failure to do so will result in loss of security deposit. Damage to the Matchett Center property will be charged to the organization and/or persons whose signature appears on the contract.
14. The Matchett Center/Town of Bourbon assumes no responsibility for lost, stolen, or any personal injuries while renters are using these premises.
15. Automatic External Defibrillator (AED) is available.
16. No subleasing of this agreement is allowed without written consent of Lessor.
17. The Matchett Center is located in a residential neighborhood. It is the Lessee's responsibility to keep the noise level at an acceptable volume so as to not be disruptive to the neighborhood.
18. The Lessee agrees that the leased premises shall not be used or permitted to be used for any unlawful purpose and no violation of law or ordinance shall be committed thereon.
19. Upon leaving the building check all appliances, turn off lights, lock all exterior doors and leave keys on the kitchen counter.
20. Alcohol is permitted on the premises, however, a licensed bartender and an off duty police officer must be present if the group exceeds 75 people. Please call 574-342-3105 to contact our police station.
21. Abuse of the above rules will result in forfeiture of the security deposit. The Town of Bourbon reserves the right to refuse return of said security deposit for any damage not specifically named above.
22. Should a problem occur during the rental, please contact Ward Byers at 574-540-9426.