

City of Albany

Aztec Theater Rental Contract- Reception Room

1. This rental agreement is made on the _____ day of _____, 20____, between the City of Albany (Lessor) and _____, the Tenant.

2. The Tenant intends to occupy the Aztec Reception Room from _____ AM/PM until _____AM/PM on the _____day of _____, 20____.

3. The rental rate is \$175.00 for one day or 8 hours and \$100.00 for 4 hours of use. A 50% deposit is due at the time the reception room is reserved; the balance is due on the day of use. All cancellations will result in the forfeiture of the deposit unless the reception room is able to be re-rented on the reserved date.

4. The Tenant is reserving the Reception room for the purpose of:

5. The Tenant is reserving the Reception Room with the consent of the Lessor for the above purpose and no other.

6. The Lessor agrees to have the Reception Room in clean and orderly condition prior to the time the Tenant will occupy the Reception Room.

7. The Tenant agrees to hold the Lessor, his agents, employees, and invitees harmless in all instances for legal liability while Tenant is on the premises. The Tenant agrees to waive all claims for recovery from the Lessor for loss or damage to Tenant property while on the property.

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8. The Tenant agrees that it will not allow the premises to be used for any illegal or immoral purpose. The Tenant will do no harm to the premise. The

Tenant agrees to create no nuisance or annoyance to the occupants of adjoining property or the neighborhood. The Tenant acknowledges that there is no telephone on the premises; therefore the Tenant should have a mobile telephone for emergency purposes. The Tenant agrees to oversee all set up and removal of items brought into the Room, including excess trash and debris.

9. The Tenant acknowledges that the Aztec is a non-smoking facility.

10. The Tenant and any and all of its representatives, invitees, employees, agents, contractors, agree to abide by the Rental Contract.

Lessor: **City of Albany**

Name: _____

Date signed: _____

Amount of Deposit: _____

Tenant: _____

Tenant Address: _____

Tenant telephone number: _____

Date signed: _____