



# Blair Depot RENTAL AGREEMENT

I, the undersigned, am using the Blair Depot on (date of use) \_\_\_/\_\_\_/20\_\_\_ for a non-refundable, non-transferable fee of \$\_\_\_\_\_ due at the time I am reserving the Depot.

*Please keep a copy of this agreement for reference.*

### I DO HEREBY AGREE TO:

1. The key must be obtained from the City of Blair during regular business hours.
2. Tables and chairs are available but must be restored to the original configuration.
3. Nails, tacks, staples, or other metal objects are not allowed.
4. The facilities must be cleaned and approved prior to any key deposit being returned.
5. The key deposit will be forfeited in the following events:
  - i. The depot doors are not securely locked
  - ii. The key is not returned to City Hall by 9:00 a.m. the morning following rental
  - iii. The on-call parks employee is called to unlock The Depot
6. No alcoholic beverages may be served at the Depot.
7. All rules outlined in the Rental Rules document will be followed.
8. The Renter is specifically responsible and liable for all damage to the premises.

**PAYABLE TO: City of Blair**

**MAIL TO: City of Blair, 218 South 16<sup>th</sup> Street, Blair, NE 68008**

IN CASE OF EMERGENCY OR ISSUE WITH THE DEPOT, CONTACT:  
Public Works On Call Line at 402-533-8589

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Company/Group Name \_\_\_\_\_

Email \_\_\_\_\_ Hours of Rental \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_

----- FOR OFFICE USE ONLY -----

Date Form/Payment Received: \_\_\_/\_\_\_/20\_\_\_ Key No. \_\_\_\_\_

Damage Noted: \_\_\_\_\_ Damage Fee: \$ \_\_\_\_\_

Damage Noted By: \_\_\_\_\_ (employee)

Customer Signature Accepting Deposit Refund \_\_\_\_\_ Date \_\_\_\_\_