

# VISIONS BUILDING CORPORATION

## -EVENT RENTAL AGREEMENT 2021-

The Visions Building Corporation has undertaken certain responsibilities as set forth below in reference to renting the Visions Meeting Hall, hereinafter **Gladden Hall**, and desires to rent to:

\_\_\_\_\_;  
hereinafter **Renting Party**, the premises known as Gladden Hall, located in the Visions Building Corporation at 6320 Manchester Avenue, Kansas City, Missouri, 64133, under the following terms and conditions:

### A. FEE SCHEDULE:

- 1) Cost of Rental (Saturday & Holidays) - \$2300.00
- 2) Sunday-Friday Rentals - \$1600.00
- 3) Security/Damage Deposit - \$1000.00 (**cash-refundable**)
- 4) On Site Off-Duty Police Officers (see policy appendix for fees) may be required.
- 5) **Appropriate Permits may be required for any event through Regulated Industries.**
- 6) False Alarm Charges - \$56.00
- 7) Damage Fees/Items Not Allowed (Attached)

### B. PAYMENT PROCEDURE:

- 1) All rental fees are to be ***paid in full no later than ninety (90) days prior*** to the date of the event, as well as the security/damage deposit. If all the terms of the cleaning and damage language are met, **the security/damage deposit will be refunded within fourteen (14) days following event, but not less than two business days after scheduled event.**
- 2) When reserving the Gladden Hall, a **fifty percent (50%) non-refundable** deposit must be paid. ***Booked date cannot be moved to another date.***
- 3) Weekly or monthly rental fees may be negotiated.

### C. RULES OF USE:

- 1) **Occupancy Capacity is 500 Maximum & premises vacated by 1:30 a.m.**
- 2) The Visions Building is a ***non-smoking*** building – **No Exceptions.**
- 3) The person or persons renting the Meeting Hall must be at least twenty-one (21) years of age.
- 4) **Renting Party will be responsible for all damages to the property (inside & out).** Renting Party should survey the property prior to use and note damaged, inoperable, or unsafe areas, in writing, to the Visions Building Corporation representative.
- 5) **Renting Party will be completely responsible for the conduct of their guests.**
- 6) In the event of any problem or act of serious nature, Renting Party will use good judgment in the notification of the appropriate local authorities as well as contact the Visions Executive Board Representative as designated on agreement.
- 7) During the rental period, Renting Party shall have access to and use only the main hall, restrooms, kitchen, and entry areas.
- 8) **Approval must be obtained from the Visions Building Corporation before any decorations may be attached to the walls, columns and ceilings of the facility. Further, any and all decorations must be approved prior to the date of the event or could result in forfeit of security/damage deposit.**

9) **No profit-making activities are allowed (i.e. door charges, ticket sales) without Police Officers hired to be on-site (KCPD or JACO Sheriff). Dance Hall permits must be obtained through Kansas City Regulated Industries. (See attached Event Security Agreement)**

- 10) The application for rental of the Visions Gladden Hall may be denied for any reason by Visions Building Corporation.
- 11) Use of Visions Gladden Hall for purposes other than those stated in the Rental Agreement, will result in forfeiture of the security/damage deposits as well as any deposit of the rental fee amount.
- 12) Failure to adhere to any listed conditions in this Agreement may result in the forfeiture of all deposits paid and ineligibility for future use.
- 13) Visions reserve the right to photograph any event for advertising purposes.

#### **D. MAINTENANCE:**

- 1) Renting Party is responsible for removal of all decorations, for picking up all trash and litter, food, and removing the same from the premises. This provision shall also include, but not be limited to, **all bathrooms and the parking lot.**
- 2) The premises must be properly cleaned and **vacated by 1:30 a.m.** or will result in forfeiture of all security/damage deposits **(All trash inside and parking lot & decorations)**
- 3) Failure to clean and return the premises to the original condition will result in forfeiture of the security/damage deposit per signed addendum.

#### **E. ALCOHOLIC BEVERAGES/ILLEGAL DRUGS/WEAPONS:**

- 1) Renting Party agrees that alcoholic beverages will not be provided to or consumed by **minors (under age 21). License may be required.**
- 2) Renting Party warrants and agrees that illegal drugs, firearms, weapons will not be allowed or used on the premises.

#### **F. CANCELLATION:**

- 1) Any reservations cancelled after initial booking, Renting Party will forfeit the **fifty percent (50%) non-refundable deposit** of the rental fee pursuant to the provisions of Section B (2), Payment Procedure. Booked dates cannot be moved to another date.
- 2) For reservations cancelled **less than 120 days** before the scheduled event, Renting Party shall be liable for the **full rental amount**, excluding the security deposit.
- 3) Renting Party shall not hold Visions Building Corporation responsible for any weather-related interruptions/cancellations in Gladden Hall beyond the control of Visions (Act of God).

#### **G. DEPOSIT REFUND:**

- 1) Renting Party must remove decorations, belongings, & trash before the security/damage deposit will be refunded (**parking lot included**).
- 2) Upon completion of each rental, a representative of the Visions Building Corporation will check the facility. If there are no damages and clean up has been satisfactorily completed, and the event did not extend beyond the scheduled rental period (1:30 a.m.), Visions shall return the deposit within fourteen (14) business days.

- 3) If the facility has been damaged, Visions Building Corporation will notify the Renting Party of such damages.
- 4) Amount of damage will be determined solely by the Visions Building Corporation or its representatives (See Attached)
- 5) Damages and other deductions in an amount less than \$1000.00 will be deducted prior to the return of any deposit.
- 6) Renting Party is responsible for reimbursing Visions Building Corporation the cost of damages in excess of the \$1000.00 security/damage deposit within seven (7) days of written notification by Visions Building Corporation.
- 7) Charges will be accessed if the **fire alarm is pulled during the event.**

#### **H. DECORATION GUIDELINES:**

- 1) All decorations must be approved by the facilities manager/representative prior to the scheduled event. **No GUM, STAPLES, CONFETTI, HAY/STRAW GLITTER, will be allowed.**
- 2) No use of staples, scotch tape, push pins, tacks, nails etc. will be allowed anywhere on the premises including columns; tape, push pins are allowed on **fabric portion of columns only.** **Magnetic clips for ceiling tiles offered w/\$20 charge is not returned.**
- 3) After the event is over, decorations must be removed from all areas of the meeting hall.
- 4) Do not use rice to throw at wedding receptions; bird seed is highly recommended as an alternative.

#### **I. CLEANING LIST: (Addendum Attached)**

- 1) The intent is for renters to leave the building and the grounds in the same condition as found.
- 2) Remove all trash bags from the building and place in the dumpster provided outside of the building (*NOTE: Remove trash bags from barrels OUTSIDE of building*).
- 3) Remove all personal items or equipment from the premises.

#### **J. EMERGENCY TELEPHONE NUMBERS:**

- 1) Visions Building Corporation      816-358-2606
- 2) Olivia Estrada                      816-419-7069
- 3) Joe Burnell                            816-356-0777 or 816-560-5336

**RENTAL AGREEMENT CONTRACT**

I/We the undersigned Renting Party **have received, read, understand, accept, and agree** to conform to the conditions for use of Visions Building Corporation or portions thereof; which include fee schedule, payment procedures, equipment availability, rules of use, maintenance, alcoholic beverages, illegal drugs, cancellation, and deposit refund; and

I/We the undersigned Renting party agree to indemnify, protect, and save harmless Visions Building Corporation, Gladden Hall, its officers, members and/or employees from any and all claims of others for injuries to persons or property occurring in or upon the premises as defined in this agreement, and arising out of the use, occupancy or operation of the said premises by Renting Party except such claims for injuries as are caused by the intentional or willful act of Visions Building Corporation or the Meeting Hall.

\_\_\_\_\_  
Renting Party Name/Organization                      Date Signed

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Social Security or Driver's License No. \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Rental Purpose: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Rental Hours: \_\_\_\_\_ to \_\_\_\_\_

Rental Deposit Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

Magnetic Clips: \_\_\_\_ Yes \_\_\_\_ No    Returned: \_\_\_\_ Yes \_\_\_\_ No

Renting Party Signature: \_\_\_\_\_

Accepted By: \_\_\_\_\_ for Visions Building Corporation

Deposit Refunded: \_\_\_\_ Yes    Date Refunded \_\_\_\_\_  
  \_\_\_\_ No    Amount Refund \$ \_\_\_\_\_ Initial \_\_\_\_\_

**VISIONS BUILDING CORPORATION**  
**-EVENT POLICE/SECURITY AGREEMENT-**

The Visions Building Corporation has undertaken certain responsibilities as set forth below in reference to renting the Visions Meeting Hall, hereinafter **Gladden Hall**, and has agreed to rent to:

\_\_\_\_\_;  
hereinafter **Renting Party**, the premises known as Gladden Hall, located in the Visions Building Corporation at 6320 Manchester Avenue, Kansas City, Missouri, 64133, under the following terms and conditions:

The Renting Party will pay the costs for on-premises **Off-Duty JACO or KCPD Police** Officers as subcontracted by Visions Corporation. **Permits required must be in place prior to event to prevent cancellation of the event.** Events at the Visions Gladden Hall will be mandated to have at **least one (1) off-duty Department Officer per every 100 guests with no less than two officers per event.**

The hourly fees are set forth below:

**JACO/KCPD Per Officer                      \$40.00 (per hour/per officer)**

These Officers will be hired for no less than a **four-hour (4) shift**, but are required to be **on-site at or before the time of the event.** If the guest count grows beyond the above specified parameters, the Officers are authorized to deny entry to the property (building, surrounding land and parking lots) until such time as the mandated ratios of guest per officer is met.

These officers will be responsible for enforcing the rental agreement time limit of 1:30 a.m. **Renting Party will be responsible for additional fees to Visions as well as Police Officers if the building is not vacated by 1:30 a.m.**

Costs for this service will be arranged by Visions and **remitted by the Renting Party directly to Off-Duty Police Officers PRIOR TO EVENT.**

\_\_\_\_\_  
**Signature (Renting Party)**

\_\_\_\_\_  
**Date**

Start time: \_\_\_\_\_ End time: \_\_\_\_\_(1:30 a.m. latest)

Pay breakdown: \_\_\_\_\_ hours x \$40.00 = \_\_\_\_\_ x (2-3) officers = Total \$ \_\_\_\_\_

**Please pay officers in cash prior to start of event or to Visions Directly**