

**West Shelter House Rental Agreement
City of Wakefield**

Name: _____

Cell Phone: _____

Mailing Address: _____

Rental Date: _____

Rate: \$50.00 per day, paid in advance of key picked up. Key must be picked up NO LATER THAN 4pm on the day of rental if during the week or the Friday before weekend rental.

A separate check for \$70.00 for the damage deposit will be required at the time of reservation. The damage deposit will be held until a complete inspection of the facility is made following the use of the shelter. The damage deposit may be returned if the facility is found to be in good condition and properly cleaned. Charges for excessive cleanup, damage and/or replacement of items will be deducted from the deposit. If such charges are in excess of the deposit, a bill for the balance will be issued and be payable by the user.

I understand:

- that I am responsible for cleaning the facility and making sure that everything is put back in the proper place.
- that if anything is broken or damaged, I will notify the City Office as soon as possible.
- that NO alcoholic beverages are allowed in Graves Park.

I agree to abide by Graves Park and the City of Wakefield's rules and regulations. The renter agrees to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agrees to indemnify and save harmless the city, its agents and employees from all such claims including liable and legal fees, and disbursements paid or incurred to enforce the provisions of this paragraph.

I have received the West Shelter House Terms and Conditions and Check Out Cleaning Instructions.

I have read, understand and hereby accept the terms of this contract:

Signature: _____

Date: _____

Deposit Rcvd: _____

Check # _____

Cash

Deposit Check Returned: _____

Rent \$50 Cash Check

Inspection

___ 8 tables-cleaned/stacked

___ 52 chairs-cleaned/stacked

___ floor sweep/mop if needed

___ debris/decorations removed

___ kitchen cleaned properly

___ appliances in good condition

___ trash removed

___ picnic tables under canopy

Inspection Signature _____