

# City of Middletown Facility Agreement

Name of Authorized Person Renting Middletown City Owned Properties:

\_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

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

**Which facility?**  Sanctuary\* \$300  Social Hall\* \$400  Marcie Willhite Park\* \$150  
 Gazebo in Park \$150 per hour  Use of restrooms inside the building in Wetherby Park - \$25 fee  
*\*Community Center consists of Sanctuary, Social Hall, and Marcie Willhite Park. The sanctuary is currently accessible for the disabled. However, other areas of the Community Center are still being upgraded and are not yet fully accessible.*

**Available Tables/Chairs: 5 - 60" Round Tables, 5 - 8ft Long Tables, 90 - White Chairs**

**Setup/Take down: \$75 for US to do set-up/take down. No extra charge for YOU to do Setup/Take down.**

**Preferences - What Tables/Chairs and how many do you want to use?**

\_\_\_\_\_ **Do you want us to set-up/take down? Yes No**

**Address:** Community Center  
11700 Main Street

**Address:** Gazebo/Wetherby  
11803 Old Shelbyville Rd

**Address:** City Hall  
11803 Old Shelbyville

**Middletown City Hall Hours**  
**for key pick-up and return:**

Monday - Friday 8:30 am - 5pm  
(closed on holidays)

**Non-profit rate half of the**  
**rental fee. EIN# \_\_\_\_\_**

**Full Payment of Rental Fee -**  
Due 2 weeks before the event.

**Damage Deposit - Sanctuary \$300, Social Hall \$400, All Other \$200.** Due at time of reservation to hold the date. Full payment is due 2 weeks before event.

**Rental Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Rental Amt: \_\_\_\_\_**

(need rental form for each area to rent (e.g. if Social Hall/Chapel are rented need two forms))

**Purpose of use:** (example: wedding, birthday party, anniversary party, reception, meeting: government, community, nonprofit organization - \_\_\_\_\_)

**Make Checks Payable**  
to: City of Middletown -  
No charge card payments

**Mail to:**  
City of Middletown -  
P.O. Box 43048 -  
Middletown, KY 40253

**Questions:**  
502-245-2762  
Deanne McQuaide

**I shall indemnify, defend and hold harmless the City of Middletown, its agents and employees from and against all claims, damages and losses and expenses including attorney's fees. I will also be responsible for abiding to all the policies and leaving the premises clean and all garbage picked up and put into trash containers.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Print Name**

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

**Office use: Date Deposit Rec'd/Amt: \_\_\_\_\_ Full Payment Date/Amt: \_\_\_\_\_**