



Vesper Hall Rental Contract

400 NW Vesper St., Blue Springs, MO 64014
 • Phone (816) 228-0181 • Fax (816) 228-4340

Rental Day/Date/YEAR		
Need Setup	Yes	No
Need Building Attendant	Yes	No
Need Kitchen Attendant	Yes	No (see ala carte page)
A la Carte Request	Yes	No (see ala carte page)

RENTER INFORMATION

Renter Name		E-Mail Address:		Permit #:
Home Phone ()	Work Phone ()			Mobile Phone ()
Address		City	State	Zip
Name & address of person making deposit if different from above (Deposit Return)				
Description of Event			Alcohol Served <input type="checkbox"/> Yes <input type="checkbox"/> No	Number Attending:

DATE(S) & TIME(S) REQUESTED

*Rental Date: _____ Start: _____ am/pm End: _____ am/pm	Additional Contact: _____
Date of Change: _____ Start: _____ am/pm End: _____ am/pm	Phone #: _____
*Rental Date: _____ Start: _____ am/pm End: _____ am/pm	Final Payment Due: _____
Date of Change: _____ Start: _____ am/pm End: _____ am/pm	Holiday Fee charged: Yes N/A
*Rental Date: _____ Start: _____ am/pm End: _____ am/pm	(holiday fee charged if City of B.S. is closed for business due to a recognized holiday, holiday weekend, or rental date is on a holiday)
Date of Change: _____ Start: _____ am/pm End: _____ am/pm	
Total # of Hours: _____	

AREA RESERVED

<input type="checkbox"/> Activity Room*	<input type="checkbox"/> Art & Crafts Room*	<input type="checkbox"/> Card Room* (food or drink not allowed)
<input type="checkbox"/> Multi-Purpose Room (Includes set-up and take down, tables, chairs and PA system and the Service Kitchen ONLY)		
<input type="checkbox"/> Entire Building (Includes Multi-Purpose, Small rooms (excluding weight room) and Service Kitchen. Set-up and take down of Multi-Purpose Room provided. Also includes tables, chairs, and PA system.)		
*Service Kitchen is not available. Renter is responsible for set-up and take down of tables/chairs.		

PAYMENT SCHEDULE (Office Use Only)

\$ _____ + Deposit
\$ _____ + Surcharge for Non-Resident
\$ _____ + First two hours
\$ _____ + Holiday fee (\$10 per hour)
\$ _____ + A la Carte Fees
\$ _____ + Additional hours rented _____ # of hours
\$ _____ = Subtotal
\$ _____ - Amount paid when making reservation
Type of Payment _____ Date Paid _____
\$ _____ = Balance Due Check #: _____
\$ _____ Additional payment/fee for hours added
Type of Payment: _____ Date Paid: _____
\$ _____ = Balance Due Check #: _____
\$ _____ Additional payment/fee for hours added
Type of Payment: _____ Date Paid: _____
\$ _____ = Balance Due Check #: _____
\$ _____ Additional payment/fee for hours added
Type of Payment: _____ Date Paid: _____
\$ _____ = Balance Due Check #: _____

Final Rental balance is due or cancellation must be made 30 days or more prior to the event. The deposit will be retained if the event date is canceled. A non-resident surcharge fee is also due at the time of making a reservation and is refundable if reservation is cancelled.

Renters must include time in rental for decorating and clean up. A staff person will open the building at the scheduled rental start time and will stay on the premises the entire time of the reservation. By City ordinance, smoking is not permitted on Vesper Hall premises or in the park.

Rental time adjustment cannot be changed seven days prior to the rental date. Make checks payable to *City of Blue Springs*. By signing this Agreement Renter agrees to the rental rates, payments and cancellation dates and penalties set forth herein and to the Rental Ordinances, Policies, Regulations For Use regulating the use of this City building during the rental. Renter has read and understands all the information provided related to policies, regulations and responsibilities and agrees to abide by the terms of this Agreement. Renter has received a packet that includes the policies and ordinances referred to in this document.

Renter Signature: _____
 Date _____ Prepared By: _____