



Facility Rental Agreement Application

Request Received _____ Rental Date _____

RENTER INFORMATION:

Contact Person _____ Phone/Email _____

Second Contact _____ Phone/Email _____

Address _____ City _____ State _____ Zip _____

City of Buffalo Resident Yes No Type of Event _____ Number attending _____

RENTAL & EVENT INFORMATION:

Arrival/Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Requested Room Setup: _____ (or provide attached diagram)

RENTAL FEES/DEPOSITS:

Non-refundable deposit of \$200 is due at the time of reservation. Signed agreement must accompany deposit.

Final payment is due at the final planning meeting or two weeks prior to rental date.

Note: No spaces are held or "penciled in." Facility deposits are applied to the remaining balance of the rental.

Renter serving alcohol at Event? Yes No

- ◆ All alcohol **MUST** be purchased and served through the Wild Marsh Golf Club.
Public safety fee is \$100/day—This fee includes police presence on and off throughout the event as deemed necessary and random parking lot checks; or \$70/hour/officer—This fee includes an officer on-site during your event for the specific hours you request. (Two hour minimum for officer time.)
- ◆ Certain events may require a \$100 per hour minimum purchase for alcohol/bar service and require substantial food to be served.
- ◆ Consumption of alcohol must be finished by 11:30 pm.

Renter providing food at Event? Yes No

- ◆ All food and beverage must be prepared and served by a licensed and insured caterer. A copy of the license/insurance must be provided to the Rental Coordinator two weeks prior to the event.
- ◆ Pre-packaged or foods purchased from a licensed vendor (i.e., Cub/Coborn's bakery) may be served. Absolutely **NO** home-cooked foods or meals may be served.
- ◆ Groups shall contact and pay their caterer directly for catering service. The City shall not be responsible for any services provided by an outside caterer.
- ◆ Hourly rentals with food and beverage service will include \$2 per person catering fee.

Scheduling Instructions

- ◆ **Reservations can only be made through the Rental Coordinator at Wild Marsh Golf Club.**
- ◆ City of Buffalo resident fees apply to Buffalo residents and businesses located within the city limits. Non-resident fees apply to any individual, groups and businesses not located within the city limits of Buffalo. Fees for corporate events are based on location of the corporation/business; not the individual employee.
- ◆ Reservations will not be confirmed without signed contract and non-refundable deposit.
- ◆ Renters may use only the space reserved and approved on the Contract Agreement. Use of the lobby area outside the banquet room is not guaranteed due to varying seasonal hours of the golf course. Renter agrees to leave the space as it was found, including returning items moved.
- ◆ A \$200 non-refundable deposit is required to reserve the facility. Any change of date or cancellation will result in a loss of deposit. All fees must be paid in full two weeks prior to the event.
- ◆ A contact person must be designated to oversee all arrangements with the Wild Marsh Golf Club.
- ◆ This agreement must be shared with all parties involved with facilitating the event. Rules will be enforced by the Event Attendant and/or City of Buffalo employee.

Regulations

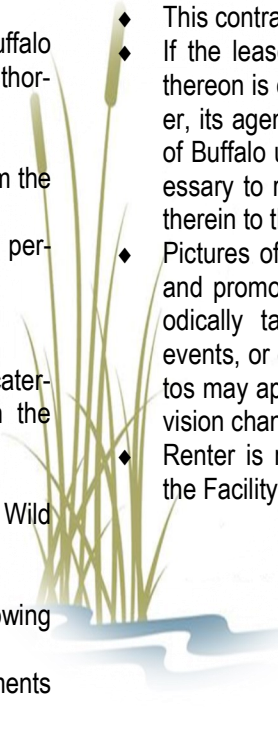
- ◆ Renters must use a licensed caterer.
- ◆ Thorough clean up of the facility is the Renter's responsibility or sponsoring organization. Renter agrees to supervise all invitees, guests, and members. Renter agrees they will not allow guests, invites and members to damage or destroy the facility. If the facility or any part thereof is damaged or destroyed, the Renter agrees to pay for the repair and/or replacement.
- ◆ Renter agrees that the use of the facility is voluntary. Renter agrees that their use of the facility is undertaken at their own risk, and the City of Buffalo will not be liable for any claims, injuries, damages of whatsoever in nature incurred by the Renter or their guests due to the negligence of the Renter's guests or the negligence of third parties. On behalf of the Renter, it is represented that it expressly forever releases and discharges the City of Buffalo, agents or employees, from any such claims, injuries or damages. Renter agrees to defend, indemnify and hold the City of Buffalo harmless from any claims, injuries or damages of whatsoever nature arising out of or connected with their use of the facility.
- ◆ Decorations: The Renter is responsible for the set-up and removal of their own decorations. Confetti, glitter, silly string, rice, bird seed and the like are NOT permitted. Any decorations/table settings must be installed and removed within the rental time. No nails, tacks or tape are allowed on the walls, ceilings or glass windows. Open flame candles are not permitted per fire code. Candles must be enclosed in glass containers such as votives or hurricane sconces.
- ◆ Smoking is prohibited in the facility. Failure to observe this rule will result in forfeiture of the deposit.
- ◆ All persons attending any event shall abide by City of Buffalo facilities policies. At their discretion, City of Buffalo staff, authorized representatives or a Public Safety Officer may:
 - 1) Order the removal of any offender.
 - 2) Order immediate removal of alcoholic beverages from the premises.
 - 3) Revoke the facility permit immediately and order all persons from the premises.

Food and Beverage Rules:

- ◆ The City of Buffalo can provide a list of suggested food caterers. Absolutely no home cooked foods are allowed on the premises.
- ◆ Renter must notify the caterer of the following regulations:
 - * All alcoholic beverages must be provided and served by Wild Marsh Golf Club.
 - * No food preparation will take place on-site.
 - * All food product and waste is to be removed off-site following the event within the room rental period.
- ◆ Specific room set-up instructions and staging requirements must be provided during the final planning meeting.

Agreement

- ◆ Renter understands that this agreement is void if final payment is not received on or before two weeks prior to the date of the party.
- ◆ This is only an application for use and gives no assumed or implied rights for use until the application is approved by the City of Buffalo Rental Coordinator.
- ◆ Renter agrees that the City of Buffalo may deny the applications without cause or reason.
- ◆ Renter shall have the right of ingress and egress through the halls and corridors of the City of Buffalo but acquires no other part of the building other than areas specified.
- ◆ Renter represents that the above described premises are being rented for the purpose of _____ and for no other purpose without written consent of the City of Buffalo endorsed on this Agreement.
- ◆ Renter covenants and agrees to save the City of Buffalo harmless and to indemnify the City of Buffalo against any and all claims and liabilities for compensation.
- ◆ Renter will obtain and pay for bodily injury liability and property damage insurances required by the City of Buffalo, and all necessary permits and licenses, and will not do nor allow to be done anything on the leased premises in violation of local, state, or federal laws, ordinances rules or requirements.
- ◆ By signing this form, the Renter affirms that they have read and understand this agreement and all the rental rules and regulations printed on this form, and agree to notify all parties involved with facilitating the event of the stated terms and conditions.
- ◆ This contract and reservation is non-transferrable.
- ◆ If the leased premises or any part thereof or any equipment thereon is damaged by the act, fault, or negligence of the Renter, its agents, employees or guests, Renter will pay to the City of Buffalo upon demand such sum as shall be reasonably necessary to restore the rented premises or equipment contained therein to their present condition.
- ◆ Pictures of your event may be taken and used for advertising and promotional purposes. (Photographs and videos are periodically taken while participants are in programs, special events, or enjoying the parks. Please be aware that these photos may appear in the local newspapers or the local cable television channel.)
- ◆ Renter is responsible for returning emails and phone calls to the Facility Rental Coordinator within seven days.



The City of Buffalo enforces the above rules and regulations for each rental.

Your signature below confirms your understanding and adherence to the rules and regulations for each rental.