

RENTAL AGREEMENT FOR AFTER-HOURS MEETING SPACE

Name of Organization and/or Event *(Please type or print)*

Date of Event	Time Space Needed <i>(Includes set up, event, clean up)</i>	Time of Event
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Will food be served? ☐ Yes ☐ No **(If yes, caterer must submit copy of City permit)**
 Will alcohol be served? ☐ Yes ☐ No **(If yes caterer must have TABC license and liquor liability insurance)**

Please check which room(s) you would like to rent:

	CENTRAL GALLERY	\$187.50/hour	No. of Hours:
	BETSY R. PEPPER GRAND HALL OF KNOWLEDGE	\$137.50/hour	No. of Hours:

I do hereby state that I have read and understand all the Fort Worth Library After-Hours Rental Policies and fees that govern the use of the above designated Library space. I further understand that I and/or our organization are responsible for any cleaning required and any damages incurred as a result of this event.

The applicant, group, or organization shall indemnify, defend, and hold harmless the Fort Worth Library and the City of Fort Worth, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind, arising, resulting, and accruing from or relating to personal injuries or property damage arising from the applicant, group, or organization's use of the Library's facilities.

Representative's Name <i>(Please print)</i>	Phone	Email
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Mailing Address	City, State	ZIP
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Signature of Representative	Date Signed
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To confirm your reservation, the Library must approve your requested date at least **60 days in advance of the event** and receive the signed Rental Agreement, \$300 Cleaning Deposit and total rental fee at least **30 days in advance of the event**. If you have questions about rental policies, or to request your rental, contact the After Hours Rental Coordinator at 817-392-7705.

PAYMENT:

Credit/debit cards are not accepted. Make checks or money orders payable to: ***The Fort Worth Library***

Please mail or hand deliver payment and the signed Rental Agreement to:

FORT WORTH LIBRARY

Mailing Address: 500 W. 3rd St., Fort Worth, TX 76102
Phone: 817-392-7705
Fax: 817-392-7734
Attention: Administration, After Hours Rental Coordinator

More information available online at: www.fortworthlibrary.org

EXPENSE CALCULATOR:

Cleaning Deposit	\$300.00
Total Hourly Fees	
Furniture Moved?	
Piano Moved and/or Tuned?	
Total Payment Due to FWL	

FOR LIBRARY USE ONLY:

ITEM	DATE RECEIVED	TYPE	STAFF
Room Rental Agreement			
Room Rental Payment			
Cleaning Deposit			
Copy of Caterer's Permit			
General Liability Policy			
Copy of TABC License			
Liquor Liability Policy/Endorsement			
Written Proof of Security Arrangements			

Updated December 2013