

**Persons eligible for use:**

Clubs, organizations, businesses, churches, schools, and family or group reunions events. The City of Madisonville may deny use of the Clubhouse to any group or any person who has previously violated a lease agreement with the City of Madisonville.

**Non-Profit Organizations and Civic Organizations may sell for profit ONLY upon City Council approval. The selling of anything (admission charges, drinks, food, etc...) is PROHIBITED to the general public.**

**Rental Periods:**

There are two rental periods per day:

-8:00 AM – 4:00 PM (Daytime)

-5:00 PM – midnight (Nighttime)

**Rental Fees:**

-Evenings, Weekends, and Holidays: \$175.00

-Monday - Friday, Daytime rentals: \$150.00

-Consecutive rental periods: \$25.00 discount on each period

**Damage Deposits:**

-No alcohol: \$125.00

-With alcohol: \$250.00

All deposits will be returned to the address of the lease agreement providing the social room is left in good condition and all closing guidelines have been followed. Approved deposits will be mailed within seven days after the rental period. Renter will be responsible for any and all damages during this time period regardless of cost. All fees shall be paid at the time the contract is made.

**Reservations:**

Reservations must be made at the Madisonville City Park Pro Shop during operating hours. Reservations must be made no later than three days prior to the rental day. No reservations will be made more than one year in advance and are on a first come, first serve basis. No reservations will be made without a contract. The City of Madisonville will be responsible for the set up of the social room. Instructions must be provided to the Pro Shop employees at least three days prior to the rental date.

**Responsibility of Lessee:**

A responsible adult, **at least 21 years of age**, may enter into a lease agreement with the City of Madisonville. The person who signs the lease agreement (Lessee) shall be held responsible for any violations of the lease agreement or damages incurred. The Lessee shall be present at the Clubhouse the entire time of the function covered by the lease agreement. Children six years of age and under must have a responsible person with them at all times. The Lessee is responsible for the use of inside/outside lighting for safety purposes. There shall be no running, fighting, wrestling, physical sports, or similar acts in the Clubhouse. The Lessee is responsible for general clean up of all trash, etc. If extensive clean up is required by the City, the security deposit will not be returned. If the cost of the clean up exceeds the amount of the deposit, the Lessee will be responsible for that excess amount. Lessee cannot attach anything to the walls or ceiling. Any form of confetti, birdseed, rice, or similar items is prohibited inside the building. Personal property can be left only with special permission of Park staff, but in no case will the City of Madisonville be responsible for safe keeping. The City of Madisonville is not responsible for the loss or damage of personal property or injury resulting from the violation of the lease agreement.

**Alcohol Guidelines:**

No alcohol shall be in the Park Clubhouse without paying the \$250.00 damage deposit. Alcoholic beverages must be kept inside the Clubhouse at all times. No alcohol is allowed outside on park property. No alcoholic may be served to or consumed by anyone under age 21, nor by anyone who is intoxicated. The City of Madisonville Police Department and/or Alcoholic Beverages Control (ABC) Officer shall have the right to enter the leased premises at any time to ensure compliance with all applicable alcoholic beverages laws.

**Cancellations:**

- A 75% refund will be made for cancellations which are made fourteen days or more prior to the rental date.
- A 50% refund will be made until three days before the rental date.
- No rental fee refunds will be made less than three days prior to the rental date. Deposit for social room and property will be returned regardless of when the cancellation is made.