



Town of Patagonia
P.O. Box 767
Patagonia, AZ 85624
Phone: (520) 394-2229 Fax: (520) 394-2861

OFFICE USE ONLY:

Date received:

Received By:

CADY HALL FACILITY USE AGREEMENT

NAME: _____

ENTITY: _____ 501(C)(3) ☐ YES ☐ NO

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

I, _____, take full responsibility for the _____,
Person-in-charge *activity or event*

that I/we will be having in Cady Hall on _____, starting at
date

_____ and ending at _____. I agree to follow all the rules listed
time *time*

below set forth by the Patagonia Town Council. I understand that these rules will be enforced
by local Law Enforcement or other security personnel.

HOUSE RULES AND CONDITIONS

(Cady Hall may not be used for commercial purposes)

WILL ANY ALCOHOL BE SERVED DURING YOUR EVENT? ☐ YES ☐ NO
(IF YES, FOLLOW GUIDELINES FROM ITEM 5 BELOW)

PRIOR TO YOUR EVENT:

1. Contact Town Hall at (520) 394-2229 to place your event on the Cady Hall calendar. Remember, make time for set-up/clean-up. Priority is given on a first-come, first-serve basis. To avoid double booking, there is no guarantee that your first choice of event date will be available.
2. Receive a complete deposit acceptance form from staff.
3. Rental Fee Schedule for two (2) days use

REGULAR RENTAL

With Kitchen	\$250.00
Without Kitchen	\$200.00
Cleaning/Damage Deposit w/Kitchen	\$250.00
Cleaning/Damage Deposit w/o Kitchen	\$200.00

FOR NON-PROFIT RENTAL

\$125.00
\$100.00
SAME
SAME

4. A fee of \$35.00 will be charged for any returned check.
5. If alcohol of any kind will be served, no matter the event, you must fill out an alcohol use permit and provide a homeowner's certificate of insurance to Town Hall PRIOR to your event and acceptance of the agreement. *If it is determined you are serving alcohol at your event without a homeowner's certificate of insurance, your event will be immediately cancelled, and you will lose your cleaning and damage deposit.*
6. If you are a non-profit organization, you must provide your 501(c)(3) documentation.
7. Email or bring a signed contract, alcohol use permit and homeowner's certificate of insurance (if serving alcohol), and receipt of payment to Town Hall – Monday through Friday between 8:00 am and 3:00 pm at least one (1) week prior to event.
8. Pick up during regular Town Hall hours and complete the walk through with Town staff if you haven't already done so.

DURING THE EVENT:

1. The Person-in-Charge will be aware that the Town of Patagonia is responsible for providing 5 - 32-gallon trash bags, but no cleaning supplies, soap, paper towels, sponges, cookware, utensils, or anything else that is not already present in the Cady Hall facility.
2. The crowd will behave reasonably, and the Person-in-Charge will be responsible to assure this and may be required to furnish and pay to have approved personnel for security.
3. The Person-in-Charge will be totally responsible for any damage done to Town property and for any problems that may arise.
4. The Person-in-Charge will be responsible for making sure the crowd and/or band follow any issued directives of the Local Law Enforcement or other security service.

AFTER THE EVENT:

1. Sweep and clean facility. Broom can be found in Cady Hall corner closet or closet in women's restroom.
2. Return chairs and tables to original set-up.
3. Tidy and clean restrooms.
4. Place trash in trash cans located by the back entrance to the Library. Due to the presence of wildlife in the area, **DO NOT OVERFLOW THE CANS**. If the lids won't fit over the cans because of overfilled trash bags, you must find an alternate location for the trash. Cleaning / damage deposit will be forfeited if wildlife tear open trash bags due to overfilled cans or not bagged.
5. Return keys to Town Hall during regular business hours; this means Monday if your event is on a weekend.
6. Walk through the facility with Town staff and receive confirmation that the facility is clean and no damage was done to the facility.
7. Cleaning deposit will be forfeited if the facility does not pass inspection, this includes if trash cans are raided by wildlife **OR NOT BAGGED**. The \$200.00 or \$250.00 cleaning / damage deposit will be sent to you by mail. A fee of \$300.00 will be charged if the heating / cooling remote is not returned.

CADY HALL IS A REGISTERED HISTORIC BUILDING

1. No pets. (seeing eye and assistance animals accepted)
2. No smoking inside the facility.
3. No religious gatherings.
4. No nailing anything into the walls.
5. Be conscious of loud noises after 10:00 p.m.
6. Treat the wood floors with respect.

I have read both the House Rules and preceding Facility User Agreement, and I hereby do concur with the same. I also understand that any violation of the above may result in forfeiture of the refundable cleaning / damage deposit and that I will be held responsible for any damage that occurs to the facility as a direct result of the event or use and that are in excess of said deposit.

Person-in-Charge

Date

**** FOR OFFICIAL USE ONLY****

Town of Patagonia Staff

Date