



CITY OF BUCKNER

315 S. Hudson • P.O. Box 377 • Buckner, MO 64016-0377 • 816/650-3191 • Fax 816/650-9797

BUCKNER CITY HALL RENTAL AGREEMENT

TERMS AND CONDITIONS

1. The Board of Alderman/Municipal Court Chamber is the only portion of Buckner City Hall available for rental.
2. No event of any kind shall be scheduled for evenings normally reserved for official City functions without specific approval of the Board of Aldermen. These official functions include Aldermen meetings, Municipal Court, Planning & Zoning Commission, Park Board, Fairs & Festivals Committee, and such other functions as may be designated by the Board of Aldermen.
3. The fee for rental shall be \$50.00 per event, payable in advance.
4. A cleaning deposit of \$75.00 per event may be waived at the discretion of the Mayor or City Administrator.
5. Repetitive meetings may be scheduled, but will not be considered reserved until paid.
6. Elected officials and staff of the City of Buckner shall be exempt from a fee requirement for rental of City Hall for non-City events, but such free rental may incur a cleaning deposit at the discretion of the Mayor or City Administrator.
7. With the exception of regularly scheduled City functions, all reservations are on a first-come, first-served basis.

RENTAL AGREEMENT

I, _____ (print), representing _____ (print),
agree in full with the Terms and Conditions noted above. Rental of Buckner City Hall is
requested on _____ (date) from _____ (time) until _____ (time).

For multiple dates, list here: _____

DATES ARE NOT RESERVED UNLESS FULLY PAID IN ADVANCE

SIGNATURE DATE

Payment received: _____ **Type:** _____
AMOUNT CASH, CHECK (AND #), CARD (TYPE, LAST 4)

RECEIVED BY: _____ (Initials)

CLEANING DEPOSIT WAIVED: _____ MAYOR CITY ADMINISTRATOR
(signature)