

# City of Herington

Contact: 17 North Broadway, Herington, KS 67449 785-258-2271

## Community Building Lease Agreement

Location: 810 South Broadway, Herington, KS 67449 785-258-5966

Name or Company	Today's Date
Address	Nature of activity (is this a fundraiser? If so, for What cause?)
Phone Numbers (home/cell/business)	Date(s) renting
room(s) renting	HOURS you are using room (s) (AVAILABLE 6AM - 2am)
Deposit Amount due \$250.00	Date Deposit Paid
Rent Amount due	Date Rent Paid

Fundraisers/Auctions: Event Coordinator must complete the attached the ST-16SE form and mail into the State of Kansas. City Office personnel must email the State of Kansas the date of the event, locations of the event, and the event coordinator/promotor's contact information (name, Number, and/or email address).

EMAILED THE STATE OF KANSAS

**The City of Herington must receive the signed lease agreement and deposit fee to reserve the Community Building . When the completed lease agreement, the deposit fee, and the rent have been received by the City of Herington, the above listed Lessee is issued a key.**

### GUIDELINES

**KEYS** - Pick up keys from the city office. If the rental is on the weekend, the key must be picked up on Friday before 4:00pm. If you lose the keys, you will lose your deposit. If you lock yourself out between 7-4pm, stop by or call the office 785-258-2271 and after hours walk over to the police department or call dispatch 785-258-2226 to contact an Officer to regain entry.

**FRONT DOOR KEY** - Keys to keep front doors unlocked are located by the door to the East.

**SOUND SYSTEM** - The sound system for announcing is available. You **MUST** be instructed by Jesse Hagerman 785-258-2956 before 2pm (M - F) before you are given a key. **TURN OFF** all equipment when you are finished using it and **LOCK** sound box. (not to be used for bands, concerts, DJs, or plays)

**NO FREE DAYS** - There are no free days to set up or for clean up.

**KITCHEN** - If you are renting the kitchen, please see attached cleaning guidelines.

**DECORATIONS** - **NO** Signs or Decorations are to be attached to the walls, ceilings, or windows in any way (tape, nails, pins, etc.) **ALL** decorations are to be removed.

**TRASH** - All trash must be disposed of in dumpster outside kitchen door. Replace with new liners located in the cleaning closet or under hand washing sink in the kitchen.

**RESTROOMS** - Please pick up all trash from floor, dry and damp mop floor, make sure all toilets have been flushed, check baby changer, remove trash bags from restrooms and take to the outside dumpster by the kitchen door.

**SMOKING** - is prohibited.

**MAIN ROOM FLOOR** - Main room (200x56) floor is to be dust mopped and damp mopped any spills.

**NO DISCRIMINATION** - Neither City nor user shall discriminate on the basis of race, genera, color, creed, religion or national origin in connection with the usage of this facility.



## Kitchen Cleaning Check List

- \_\_\_\_\_ KITCHEN APPLIANCES - clean/wipe inside and outside. This includes refrigerators, freezers, dishwasher, microwave, and small appliances used during rental
- \_\_\_\_\_ FLAT TOP/ELECTRIC GRILLS - clean/wipe top, front, sides, and back Splash (see attached directions to clean flat top grill)
- \_\_\_\_\_ OVENS - clean/wipe inside, outside, sides, and back splash
- \_\_\_\_\_ GAS GRILL - clean/wipe front, sides, grill top, drip pans, and back splash
- \_\_\_\_\_ DISWASHER - drain and clean/wipe inside (outside if needed)
- \_\_\_\_\_ TRASH CONTAINERS - take all trash bags outside to dumpster by the kitchen back door. Clean/wipe containers inside and out (if needed)
- \_\_\_\_\_ DISHES/SILVERWARE - clean/wipe and put away in appropriate cabinets/containers (Account for dishes/silverware)
- \_\_\_\_\_ COUNTER TOPS/CUPBOARDS - clean/wipe down counter tops (cupboards if needed)
- \_\_\_\_\_ SINKS - clean and wipe dry
- \_\_\_\_\_ FLOORS - sweep and mop floors and baseboards (food splatters)
- \_\_\_\_\_ LIGHTS - turn off all lights

## FLAT TOP GRILL - Cleaning Instructions

- \_\_\_\_\_ Scrape grill top with scraper to remove food particles left from cooking or excess grease and grit.
- \_\_\_\_\_ Apply thin coat of oil on flat top to clean with sanding brick.
- \_\_\_\_\_ When using brick on grill, always use a figure 8 pattern to prevent marks and groves on flat top.
- \_\_\_\_\_ Use scraper to remove oil and grit after using brink. Then wipe clean with grill pad.
- \_\_\_\_\_ Apply oil again and use polishing screen and pad in a figure 8 pattern, except for along the edges as needed.
- \_\_\_\_\_ Scrape, clean and wife grill top with grill pad to remove excess grit left behind.
- \_\_\_\_\_ Coat grill top with thin layer of oil after cleaning. Wipe grill body off to include knobs.
- \_\_\_\_\_ **ALWAYS MAKE SURE GRILLS ARE TURNED OFF AFTER USE!**

THANK YOU!

# COMMUNITY BUILDING 2018

## DIMENSIONS

Large Room	A	200' X 56'
Meeting Room	B	44' X 24'
Meeting Room	C	33' X 24'
Kitchen	D	37' X 24'

## FEES

	<u>GENERAL</u>		<u>NOT FOR PROFIT</u>		<u>FOR PROFIT</u>	
		<i>with Kitchen</i>		<i>with Kitchen</i>		<i>with Kitchen</i>
A - Large Room		\$180.00		\$80.00		\$330.00
B - Meeting Room	\$50.00	\$80.00	\$30.00	\$60.00	\$100.00	\$130.00
C - Meeting Room	\$30.00	\$60.00	\$25.00	\$55.00	\$100.00	\$130.00

\*Not For Profit Organizations renting for fundraisers will pay the General price.

<b>Total Building Rental</b>	<b>\$260.00</b>	<b>\$135.00</b>	<b>\$530.00</b>
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## AUGUST 2018 TABLE/CHAIR INVENTORY - subject to change

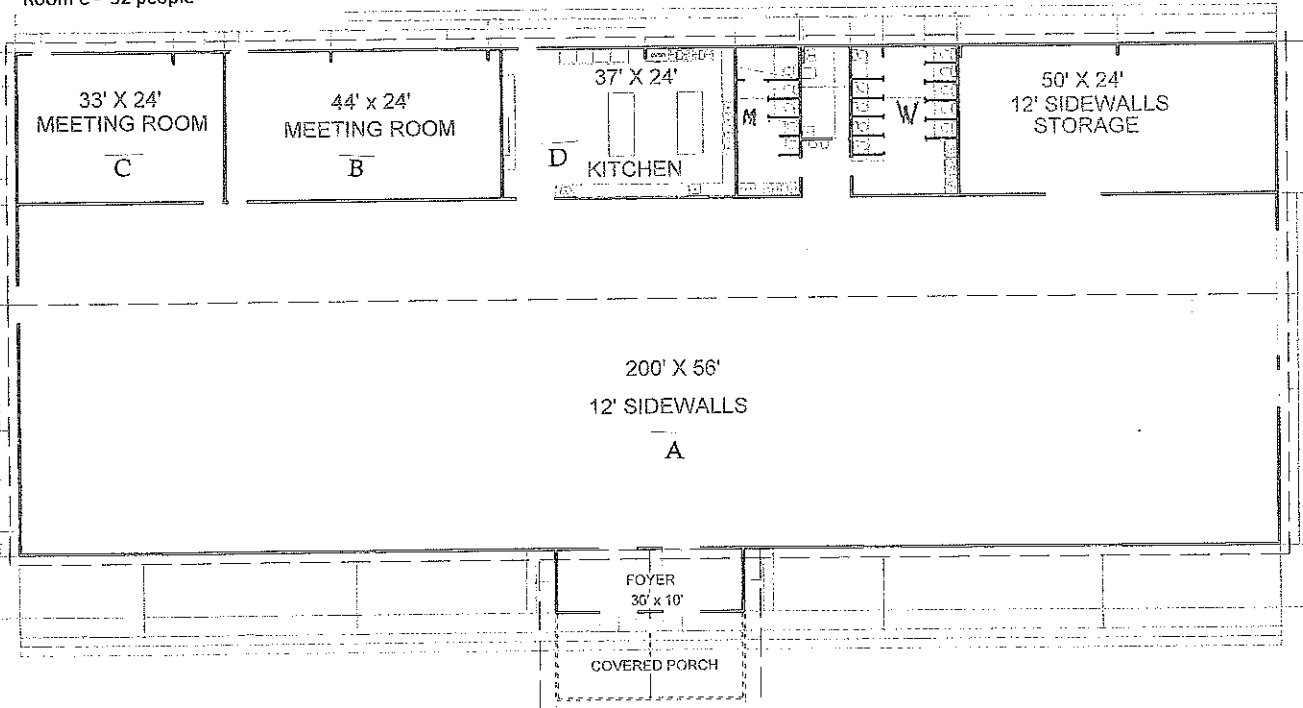
<u>Meeting Room B</u>		<u>Meeting Room C</u>	
Brown Stackable Chairs	23	Wooden Tables	4
		Brown Upholstered Chairs	10
		Black Stackable Chairs	42
<u>Storage Room</u>			
6 Ft White Tables	12		
8 Ft White Tables	49		
5 Ft Round Tables	21		
White Chairs	262		
Metal Chairs	370		
Stage Sections	9		
Stage Steps	2		

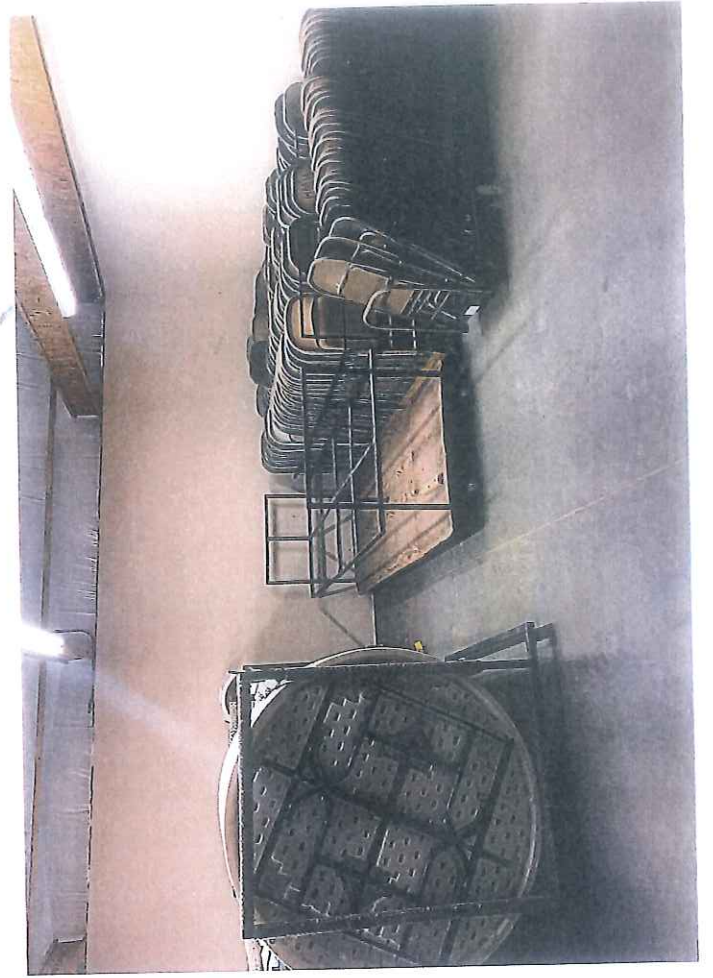
### Maximum Occupancy

Room A - 750 people

Room B - 70 people


Room C - 52 people





Division of Taxation

RETAILERS' SALES TAX REGISTRATION EVENT CERTIFICATE

NOT VALID FOR TAX  EXEMPT PURCHASE

CITY OF HERINGTON

Event Certificate

State of Kansas

Registration Certificate valid for events only  
 Tax Account Number: See Events Sales Tax Return  
 File return within 30 days of event

ST-51 (Rev. 6-13)

REMOVE AND DISPLAY CERTIFICATE ABOVE

INSTRUCTIONS

This packet is intended for vendors who sell four or fewer times in Kansas each year. If you have received this packet and have a Kansas sales tax number\*, please write your Kansas sales tax number on the voucher and return it in the envelope provided. If you do not have a Kansas sales tax number, please follow the directions below. Most vendors in Kansas are required to collect and remit sales tax, including not for profit groups.

- This return and tax account number is specific to the event that appears in the Business Name and Address box.
- You must file a return even if there were no taxable sales.
- The name and location of the event appears in the business Name and Address box.
- To use this tax account you must remit your sales tax immediately after the event.
- Write the Tax Account Number on your check or money order. Make a copy of the return for your records.

- Visit our website at [www.ksrevenue.org](http://www.ksrevenue.org) for more information about special events, tax bracket cards and forms.

COMPLETING THE KANSAS RETAILERS' EVENT SALES TAX RETURN

- Line 1** - Enter the total gross receipts or sales for the event. Do not include the sales tax in this figure.
- Line 2** - Enter the cost of tangible personal property consumed or used by you that was purchased without tax. For example, items removed from inventory and used by you.
- Line 3** - Enter the total allowable deductions (if any). Find allowable deductions at <http://www.ksrevenue.org/pdf/st16>.
- Line 4** - Add lines 1 and 2, and subtract line 3. Enter the result on line 4.
- Line 5** - Multiply line 4 by the appropriate tax rate percentage shown and enter the result on line 5.
- Line 6** - Enter the total due in the sales tax and remit immediately after the event.

Detach and send with payment

**ST-16SE**  
(Rev. 5-17)

Kansas  
Sales Tax Special  
Events Return

FOR OFFICE USE ONLY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tax Account Number		Enter your Kansas Sales Tax Number* if not using the event number			
Beginning Date	Ending Date	Due Date	Jurisdiction Code HERDK		
Business Name and Address					
I certify this return is correct.					
Sign here				Daytime Phone Number	

1. Gross Sales/ Receipts		
2. Tangible Personal Property Consumed		
3. Deductions		
4. Add lines 1 & 2 minus line 3		
5. Multiple line 4 by tax rate shown		10.5 %
6. Total Due		

Payment Amount \$

Contact us at 785-207-1572 or email [KDOR\\_special.events@ks.gov](mailto:KDOR_special.events@ks.gov) for assistance.

Make your check or money order payable to Retailers' Sales Tax and remit in the envelope provided or send to KDOR, Attn: Special Events, 7600 W 119th St, Ste A, Overland Park KS 66213.