

**Mt. Vernon-Rockcastle County Tourist Commission
2026 Facility Rental Agreement**

Date of Agreement	
Contact Name	
Contact Phone Number	
Contact Email Address	
Date of Event	
Start & End Time of Event	
Type of Event	

Please Mark Below Which Facility(s) to Rent	Price
<input type="checkbox"/> Kentucky Music Hall of Fame Lobby <ul style="list-style-type: none"> • No rentals starting before 5 PM, but set-up before 5 PM is ok. • Maximum seating is 50 (tables & chairs) or 75 (seats only). • Price includes use of tables, chairs, 2 Hours of use of Lobby. • Any additional time after 7:00 PM is \$50 per hour. 	\$300
<input type="checkbox"/> Kentucky Music Hall of Fame Conference Room <ul style="list-style-type: none"> • Maximum seating is 40 people with 10 people per 8-foot table. • Price includes use of tables, chairs, & fridge at no extra cost. • Can be rented anytime, but additional \$50 per hour after 5 PM. 	\$100
<input type="checkbox"/> Amphitheater behind Kentucky Music Hall of Fame <ul style="list-style-type: none"> • Price does NOT include use of tables and chairs. • Can be rented anytime, but \$50 additional per hour after 5 PM. • Must have Board Approval if for concert or other entertainment 	\$1000
<input type="checkbox"/> After Hour Rental is \$50 per hour for each hour after 5:00 PM. For KMHOF Lobby, any time after 7:00 PM is additional \$50 per hour of use.	___ Hours After 5 PM x \$50 = \$___
<input type="checkbox"/> Tablecloth	_____ Qty x \$5 each = \$___
<input type="checkbox"/> Event Set Up (No charge if Lessee provides their own set up)	\$50
<input type="checkbox"/> Event Clean Up (No charge if Lessee provides their own cleanup)	\$50
TOTAL PRICE OF RENTAL	\$
DEPOSIT AMOUNT DUE (1/2 of Total Cost)	\$
DATE DEPOSIT PAYMENT MADE	
Check Number _____ Cash _____ Credit/Debit Card _____	
FINAL PAYMENT AMOUNT:	\$
DATE OF FINAL PAYMENT	
Check Number _____ Cash _____ Credit/Debit Card _____	

Deposit in the amount of 1/2 of total price of rental is to be paid with signed contract. Remaining amount due is to be paid within 2 weeks of date of rental. Payment can be made via Cash, Debit/Credit, or Checks payable to Mt. Vernon-Rockcastle County Tourist Commission.

**Mt. Vernon-Rockcastle County Tourist Commission
2026 Facility Rental Agreement**

This contract for services is entered into this _____ day of _____, _____ between Mt. Vernon-Rockcastle County Tourism Commission & Kentucky Music Hall of Fame & Museum (hereinafter referred to as "TOURISM"), and _____ (hereinafter referred to as "Lessee"). For an in consideration of the mutual covenants and obligations contained herein Mt. Vernon-Rockcastle County Tourism Commission and Lessee agree as follows:

Business/Organization:	# Estimated Attendees:
Contract Name:	Phone:
Email Address:	
Mailing Address:	

PAYMENT TERMS

The LESSEE agrees to pay TOURISM, in consideration for the rental of said facilities, the sum of _____ dollars in addition to any other sums to be paid to TOURISM pursuant to subsequent sections of this Agreement. A deposit equal to half of the base rent due shall be required upon execution of this document to serve as confirmation of the booking. The deposit, along with this signed Rental Agreement, shall be due at time of booking. If not received, TOURISM reserves the right to release the above date(s) to another party. All remaining indebtedness is **due at least fourteen (14) days before the day of the event**, unless prior arrangements have been agreed upon between TOURISM and LESSEE. Any additional incalculable charges (i.e., linen charges, excessive cleanup charges, etc.) will be invoiced by TOURISM and due within seven (7) days from the date of the invoice.

There will be an additional \$25.00 service charge for any returned check, payable to the Mt. Vernon-Rockcastle County Tourism Commission.

START OF RENTAL PERIOD

TOURISM will open the premises to Lessee in a clean condition, unless prior arrangements have been agreed upon between TOURISM and Lessee. Any changes by Lessee, to be made for the above scheduled. Time will be in writing.

SERVICES PROVIDED

Except when prevented by strikes, accidents, or other causes beyond the control of TOURISM, TOURISM will provide, at its expense, the following:

- A. Heat, ventilation, and air conditioning, within normal comfort ranges, as may be provided by existing permanent systems during occupancy by patrons or guests.
- B. Custodial service includes delivery of clean premises prior to occupancy. Interim service as necessary to public areas and restrooms and cleaning at the conclusion of the lease term will be provided.
- C. All garbage shall be collected and put into garbage cans at the time Lessee moves out of their rented area. Any excessive cleaning as deemed necessary by TOURISM staff is subject to an additional clean-up charge at a minimum of \$50.00. The actual fee will be determined based upon the variance of normal clean-up activity and labor involved from comparable events.

ADDITIONAL SERVICES AND CONDITIONS

- A. Lessee shall furnish TOURISM final floor plans and requirements for layout, equipment, decorations, etc., for approval, prior to use of the space by Lessee. Final details with regard to set-up and scheduling requirements will be submitted by Lessee two weeks prior to the event.
- B. Lessee shall not collect, or cause to be collected, or announce the collection of any money or goods, whether for political purposes, charity, or otherwise on the premises without the prior written consent of TOURISM.
- C. No sporting events will be permitted or conducted at Mt. Vernon-Rockcastle County Tourist Commission. Sporting events are to include, but are not limited to, the following: wrestling, boxing, strength competitions, "tough man" competitions, cheerleading, and aerobics.
- D. Animals and pets are not permitted in the building except when allowed by management in conjunction with a performance legitimately requiring the use of animals. Service dogs are permitted.
- E. Helium balloons may not be given out nor permitted on the premises without prior written consent. Lessee shall not use any oil fog machines.
- F. The use, maintenance, and operation of the TOURISM equipment, including the lighting system and sound system, is restricted to personnel authorized by TOURISM.
- G. Lessee shall not sell or serve food, beverage (including alcohol), concessions, novelties, recordings, programs, or other items without prior written consent.

INSURABLE INDEMNITY

Lessee agrees to assume, defend at all times, indemnify, protect, save and hold harmless, TOURISM against claims or demands arising or resulting from the use by Lessee of the premises, including without limitation the claims of any employee of Lessee, the claims of any person attending the event for which the premises have been leased, and the claims of any other person for damages for bodily injury, sickness, mental anguish, or death, and claims for damages to the property of Lessee or any other person(s) which is sustained in the use by Lessee of the leased premises. Lessee agrees to provide comprehensive public liability insurance issued by a company licensed to do business in the Commonwealth of Kentucky insuring both Lessee and TOURISM, including broad form comprehensive general liability to insure against the claims or damages mentioned hereinabove. The insurance required will be in full force and effective throughout this lease.

CANCELLATION

Should Lessee desire to cancel this Agreement, notification of such must be given, in writing, to TOURISM at least seven (7) days prior to the scheduled event, or if Lessee wishes to rent the facility within fourteen (14) days of an event, a cancellation notification period equal to half the time between execution of this Agreement and the scheduled event will be enforced. With proper notification, TOURISM shall refund any deposit paid, less any expenses incurred in connection with the Agreement prior to cancellation, to Lessee, and both parties shall be relieved of any further obligations under this Agreement.

Should, however, Lessee cancel this Agreement later than the time stipulated above, Lessee will forfeit any deposit monies that have been paid to TOURISM, and Lessee will also be held responsible for any expenses incurred in connection with this Agreement prior to cancellation. If Lessee cancels the planned event within seventy-two (72) hours of the event date, all monies paid, including deposits and any additional payments received by TOURISM, will be forfeited to TOURISM.

COMPLIANCE WITH RULES AND REGULATIONS Lessee, shall, and shall cause its servants, contractors, agents, employees, patrons, and guests to abide by this agreement and by such reasonable rules and regulations as may, from time to time, be adopted by TOURISM for the safe and effective occupancy and operation of said premises. TOURISM will not be responsible for Lessee's claim, cause of action or pending litigation arising from their occupation or use by their sublease's subcontractors or related third party.

CAPACITY AND EXITS

Lessee hereby agrees that it will not sell or dispose of, or permit to be sold or disposed of, tickets in excess of the seating capacity or admit a larger number of people than can safely and freely move about in the rented areas, and the decision of TOURISM Commission in this respect shall be final. Further, no portion of any passageway or exit way shall be blocked or obstructed in any manner whatsoever, and no exit door or any exit way shall be locked, blocked, or bolted while the facility is in use. Moreover, all designated exit ways shall be maintained in such a manner as to always be visible. Firefighting and emergency equipment may not be hidden or obstructed; including fire extinguishers, fire alarm pull stations, utility panels, and switch gears. No parking in fire lanes, service roads, loading dock area, or any other location posted "No Parking". This rule will be strictly enforced, and unauthorized vehicles will be removed at owner's expense.

HAZARDOUS MATERIALS

Lessee agrees not to bring onto the leased premises any material, substances, equipment, or object which is likely to endanger the life of or cause bodily injury to any person on the premises or which is likely to constitute a hazard to property thereon. Lessee agrees that no smoking will be permitted within the interior of the facility. Lessee shall not erect or operate any machinery, power equipment, explosive, or flammable substance, without prior written consent. The use of flash powder, explosives, lasers, or other hazardous devices, along with scenery properties and costumes, must be in compliance with all applicable fire and safety regulations. All drapes, curtains, table coverings, skirts, carpet, or any materials used in exhibits must be flame retardant. The use, display, or storage of flammable liquids, including LPG gas, is prohibited except as provided by local and state fire regulations. Internal combustion equipment and motor vehicles may be displayed with prior written approval and under the following conditions: fuel tanks must be locked or sealed, electrical power supply must be disconnected, keys must be removed from ignition, fuel supply limited to installation and removal, and motor vehicles must be displayed on approved carpet covering.

DEFACEMENT OF FACILITY AND FURNISHINGS

Lessee specifically agrees not to nail, screw, or tape anything to the premises, except in those areas expressly provided for such use, and shall be responsible for any and all damages to the premises and to TOURISM property caused by the acts of the Lessee or Lessee's agents, servants, employees, patrons, or guests, whether accidental or otherwise. Lessee further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced. Furnishings are to be moved only by authorized staff of TOURISM. Extra tables and/or chairs can be obtained from the TOURISM staff. Lessee will not remove any items from any other meeting rooms as these rooms may already be prepared for another group. Lessee also agrees to take all precautions to ensure that tables, chairs, carpeting, and other furnishings are not damaged. These precautions include, but are not limited to, the following: tablecloths on all preparation, serving, and dining tables for all food events (except those serving beverages and light refreshments only), candleholders on table coverings

for all burning candles and Sterno burners, if needed cork pads may be obtained from the TOURISM personnel, no use of hay or straw, and no use of glitter. Banners, overhead signs, and light and sound equipment may not be hung from the Kentucky Music Hall of Fame & Museum ceilings or walls except by Kentucky Music Hall of Fame & Museum personnel or authorized contractor. Materials needing to be displayed must be given to Kentucky Music Hall of Fame & Museum personnel at least two days in advance of the scheduled event. No adhesive-backed (stick-on) decals, advertisements, or similar items may be distributed or used at the Kentucky Music Hall of Fame & Museum or its facilities.

ALTERATIONS Lessee agrees to accept the leased premises "as is" without any obligation on TOURISM to alter or make any changes in any of its physical facilities.

CONTROL OF FACILITY

In using the premises hereinbefore mentioned, TOURISM does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of same. Duly authorized representatives of TOURISM may enter the premises at any time and on any occasion without restrictions whatsoever. The entire facility, including the area which is subject to this Agreement, shall at all times be under the charge and control of TOURISM. TOURISM in its reasonable discretion may suspend any activity which endangers life, causes bodily injury, threatens public health and safety, or violates community standard.

COMPLIANCE WITH LAWS

Lessee shall comply with all federal, state, or local laws and no activities in violation of federal, state, or local laws will be permitted on the premises, and it shall be the responsibility of the Lessee to enforce this provision. In addition, Lessee agrees to comply with the following requirements.

- A. Lessee agrees to comply with the requirements of the Americans with Disabilities Act (ADA) and all relevant federal, state, and local laws. TOURISM will be responsible for ensuring that the physical premises, including parking spaces, seating, and common areas such as restrooms and concession areas, meet the ADA's accessibility requirements. Lessee shall be responsible for and shall bear all costs of ensuring that its event or program otherwise complies with the ADA's accessibility requirements. This includes, but is not limited to, the provision of auxiliary aids and service such as sign interpreters, readers, and Braille or large print programs, etc. when such aids are required by the ADA and are requested by a patron. Lessee also agrees to assume, defend against, indemnify, and hold harmless TOURISM for any liability arising or resulting from the Lessee's failure to comply with the ADA or relevant law.
- B. Lessee agrees to abide by all federal, state, county, or city alcoholic beverage laws. The Lessee agrees that under the terms of this Agreement, except as is otherwise stated, the mutual agreement causes the events occurring within the facility to be private in nature. The consumption of alcoholic beverages may not occur outside the facility or in the parking area. No employee of the TOURISM shall serve or assist in any manner the serving of alcoholic beverages within the facility. The Lessee acknowledges that it is responsible for the actions of its guests, and/or agents, servants, patrons, or invitees, and at its option, the TOURISM may refuse to allow the consumption of alcoholic beverages at the facility.

PROPERTY OF LESSEE

Upon the expiration of the Agreement, Lessee agrees to remove from the premises all property of whatever nature brought thereon by Lessee, or any of its agents or employees, and that TOURISM shall in no way be responsible for property not so removed. Lessee agrees that all of its property and the property of others brought in or near the premises shall be at the risk of the Lessee and that TOURISM shall not be liable to the Lessee or others, for any loss or damage to any such property.

SUBLET

Lessee shall not assign this Agreement nor suffer any use of the premises other than herein specified, nor sublet the premises or any part thereof, without the written consent of TOURISM.

LICENSES, PERMITS, AND TAXES

- A. Lessee agrees to collect, where required by law, and to pay and deliver over to the proper governmental agency, all licenses, fees, permits, and taxes required to be issued or paid in connection with the Lessee's use of said premises.
- B. Lessee must obtain any additional licenses and permits required by federal, state, county, or city laws, ordinances, and policies and shall permit inspection by appropriate departments or agencies of federal, state, county, or city governments.
- C. Lessee shall obtain all licenses, permits, union and trade organization clearances required by federal, state, or local laws.

DEFAULT

Notwithstanding any other provision in this Agreement, if Lessee violates any of the terms, conditions, or covenants provided herein, such violations shall work as forfeiture of all monies previously paid to TOURISM, the same to be treated as liquidated damages and no portion thereof shall be returned to Lessee. TOURISM shall have in addition the right in the event of such violation, to terminate this Agreement if it shall elect to do so.

The terms of this Agreement are accepted as indicated by signature below.

LESSEE

LESSEE Signature

LESSEE Printed Name

Date

MT. VERNON-ROCKCASTLE COUNTY TOURIST COMMISSION

Mt. Vernon-Rockcastle County Tourist Commission, Signature

Mt. Vernon-Rockcastle County Tourist Commission, Printed Name

Date