

# Town Hall Rental Agreement and Fees

'As of January 1, 2012'

Per event, users will be charged \$50.00. A deposit of \$50.00 is required prior to hall rent, which will be returned to renter if conditions of use are met.

1. Users must sweep and generally clean up after use.
2. No furniture is to be removed from building.
3. Renter's garbage must be removed. The township will not be responsible for refuse but will provide garbage bags.
4. If kitchen and/or bathrooms are used, they must be left clean.
5. A maximum of 100 people may use the building at one time.
6. The meeting or function must cease at midnight.
7. Any alterations or decorations must be pre-approved by the maintenance overseer.
8. No drugs, alcohol or smoking on the premises.
9. Tables, chairs or other furniture brought in must have protective footings.
10. Lift tables and chairs to move: do not slide across floor.
11. No pets.
12. Any dishes used must be washed and put away.

Reservation date: \_\_\_\_\_

Time. \_\_\_\_\_

Amount due \_\_\_\_\_

\_\_\_\_\_ representing \_\_\_\_\_ do understand that I/we will abide by all rules & regulations; that we are monetarily responsible for damage to the premises and hereby relieve the Township of all liability should there be an occurrence or accident on the

\_\_\_\_\_

premises. The Township recommends that the renter have liability insurance to cover this event.

Signature \_\_\_\_\_ Date

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Deposit received by \_\_\_\_\_ Title

\_\_\_\_\_

\_\_\_\_\_

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