

Town Hall Rental Agreement and Fees

Resident Rental \$50.00 plus a \$50.00 deposit.

Additional \$25.00 fee for fundraising events.

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. A \$25.00 fee will be charged for garbage left behind.
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 _____

I, _____, 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 _____
