

TOWN HALL RENTAL FORM



DATE: _____

Day of Event:	Key Pickup Date:
Deposit Date:	
Name:	
Address:	
Number of Guests:	

The rental fee for the Town Hall is \$75.00 and a deposit fee of \$150.00 is required for damages to the carpet or anything else.

The \$150.00 deposit will be withheld if any section of the carpet incurs stains or damages.

Upon renting the town hall, I agree to keep the accommodations in good condition by completing the following:

1. Clean any spills immediately. DO NOT USE "Love your carpet" on the carpet.
2. Remove all trash from the building by taking it home.
3. Wipe off tables, sinks, and counter tops.
4. Make sure the oven/stove is turned off.
5. Make sure the toilet is flushed.
6. Sweep the floor.
7. Return tables and chairs to original arrangement.

I agree to accept responsibility for damages incurred during the rental of the facilities.

Signature: _____

Date: _____

Please see that the thermostat is not set above 68 degrees, the door is locked and the key is placed in the deposit slot to the left of the Clerk's office door.

Thank you,

Post Event Inspection:

Key Return Date: _____

Comments:
