

# TOWN HALL RENTAL FORM



DATE: \_\_\_\_\_

<b>Day of Event:</b>	<b>Key Pickup Date:</b>
<b>Deposit Date:</b>	
<b>Name:</b>	<b>Phone #:</b>
<b>Address:</b>	
<b>Number of Guests:</b>	

The rental fee for the Town Hall is \$75.00 and a deposit fee of \$150.00. The \$150.00 deposit will be withheld if any section of the carpet incurs stains or damages.

Upon renting the town hall, the applicant must agree to keep the accommodations in good condition by completing the following clean-up instructions:

1. Clean any food spills and/or stains immediately.
2. Remove all trash from the building by taking it home.
3. Wipe off tables, sinks, and countertops.
4. Make sure the oven/stove is turned off.
5. Make sure the toilet is flushed and cleaned.
6. Sweep the floor in the kitchen and vacuum the carpet.
7. Return tables and chairs to the original arrangement.
8. Do not turn the thermostat off. Please see that the thermostat is not set above 68 degrees.  
Lock the door.
9. Return the key in the deposit slot to the left of the Clerk's office door.

**Upon post-event inspection, the Clerk's office has the right to keep the deposit fee of \$150.00 if it is found that ALL of the clean-up instructions were not fulfilled.**

Thank you,

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-Event Inspection:**

**Key Return Date:** \_\_\_\_\_

**"I agree that the Swayzee Town Hall was found to be in good condition with no damages."**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**

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**Post-Event Inspection:**

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