

TOWN OF WASHINGTON RENTAL HALL CONTRACT
2301 Town Hall Rd

Today's Date: _____

Event Date: _____ Time of Day: _____

Name of Individual or Organization: _____

Event or Purpose: _____

Approximate number of people that will be present: _____

Responsible Party: _____ Phone: _____

Address: _____

Email address: _____

Security Deposit in the amount of \$200 will be held as a refundable security deposit. This check will be held and mailed back to you within 15 business days, after keys have been returned, if the town hall, after inspection, is deemed that it has been returned to its original condition. Damage to the town hall will be charged to your security deposit. If more than \$200 in damage occurs, you will be held responsible for the balance.

Town hall rentals are made on a first come first serve basis You will need to contact the Town Chairman to arrange rental of the town hall and to pick up the town hall keys. If keys are lost, you are responsible for the cost of changing locks and all key replacements

Your reservation will not be effective until the Town receives this form along with your security deposit. When you are done you will need to put away all the tables and chairs, sweep the floor, remove all decorations and collect all garbage and waste and put it near the front door. If any problems arise while renting the town hall please contact the Town Chairman.

By signing your name below, you acknowledge that you are using a municipal owned facility and that the user is liable for any damages to the facility and/or injuries and damages caused by or to themselves, the members of their group and those persons from the general public who are invited, as well as any other persons who may claim damages as a result of the actions or events which take place in the Town Hall. This liability specifically includes obligations that may arise as a social host provider and user specifically acknowledges that he/she will hold the Town of Washington harmless for claims by any persons against the Town as a result of their use of the facility.

Signature: _____ Date: _____

Town Chairman Approval: _____

Security Deposit Paid _____ Key issued on _____

Key returned on: _____