

Town of Watertown Town Hall Rental Contract

Please read the entire contract thoroughly, then sign and return with the rental payment of \$200.00, to the rental coordinator, as soon as possible. \$100.00 is considered a security deposit and will be refunded **IF** the conditions listed below are followed and the hall found to be in proper condition after the rental. The deposit will be returned in the form of a check written at the monthly Town Board meeting *following* the rental date.

The person signing the contract is the sole responsible individual for *ANY* damage done to the Town Hall property. **DO NOT** rent the hall for another individual, if found out, deposit *will not* be returned. Any damages found will be charged accordingly. Non-payment of this charge will be accessed as a "special charge" on the tax bill. Return this contract within 10 days, or the reserved date may be forfeited.

- 1. NO SMOKING IN THE TOWN HALL.**
- 2. TABLES AND CHAIRS MUST REMAIN INSIDE THE TOWN HALL AT ALL TIMES.** They should be returned to the *EXACT* location they were, when taken.
3. There are adequate electrical outlets, but they cannot support several items. Please spread your appliances throughout the kitchen and hall.
4. Permission for an outside tent etc. must be received prior to the date.
5. Do not go near the gas meters located on the north side of the building.
6. Do not go on neighboring properties to the north or behind the hall.
7. Renters will clean up any and all trash from the outside of the building if necessary.
8. Renters will clean counter tops, wipe off all tables used and chairs also, if necessary.
9. A vacuum cleaner and broom and mop/bucket are located in the closet upon entering the kitchen. Vacuuming **MUST** be done as well as wiping of floors if necessary.
10. Items in the refrigerator upon renting are to remain untouched. All items brought should be taken along when leaving. Any items left behind anywhere in the hall, become the property of the Town. The kitchen should be left clean.
11. Check the bathrooms making sure toilets are flushed and bathrooms are in order and the water in the sinks is turned off.
12. Decorations used should be removed and *ALL* hanging materials and *ALL TAPE MUST BE REMOVED.* (This includes tops and underside of tables.)
13. Both doors should be locked upon leaving and the key placed in the shoot located on the left side of the entry to the hall.
14. Hours for rental are Saturdays from 10:00am. to midnight and Sundays anytime to midnight. Renters using the hall prior to or after these times will be charged another days rental fee, (if not given permission). Week day rentals are subject to the availability of the hall as Town business has priority.

Today's Date _____ Telephone Number of *Renter* _____

Rental Date _____ Address of *Renter* _____

Rental Coordinator's Approval _____ Signature of *Renter* _____