

**TOWN of WATERTOWN
TOWN HALL RENTAL CONTRACT**

Please read thoroughly!

All provisions *must* be met for the return of the Security Deposit.

Return this signed contract with the rental payment in the amount of **\$200.00**, which includes the rental fee and a security deposit. Upon return of the key **and** inspection of the hall, the security deposit will be returned (if everything is in proper order) by mail, **after** the next Monthly Town Board meeting, which is the second Monday of the month.

1. Rental hours are 9:00am. to Midnight on weekends.
Weekday rentals are subject to availability, as Town business has priority.
2. **TABLES AND CHAIRS MUST REMAIN IN THE TOWN HALL AT ALL TIMES.** "NO SMOKING" is allowed in the Town Hall.
If these are not followed, the Security Deposit will NOT be returned.
3. Do not sit on or go near outside gas meters on the side of the building.
4. Renters and their guests will remain on Town Hall property and not disturb neighboring properties
5. Prior permission for use of an outside tent must be received.
6. The Town Hall provides adequate electrical outlets, **do not** overload an outlet.
(Divide your appliances between the outlets in the hall.)
7. Renters shall clean up *all* areas of the Town Hall completely, inside **and** out.
8. Thorough vacuuming of the entire area needs to be done. Tables and chairs should be wiped and returned to the proper location they were taken from. There are extra chairs and tables in the Storage Room. Counter tops etc, should be cleaned.
9. All decorations need to be removed *including* tape.
10. Check bathrooms to assure toilets are flushed and faucets are shut off in all sinks.
11. Any items left in the refrigerator, etc., become property of the Town.
12. Trash should be bagged properly and placed in the trash bin in the storage room.
13. If rented for someone else, the contract must be in the Town residents name with their address, telephone number and the rental/deposit check made out from them. Town residents are the **sole** responsible party for **ANY** damage done. Damage will be an additional charge. If not paid, it will be added to the Town residents tax bill as a special charge.
14. Renters of the Town Hall will return the key immediately after locking up, by dropping it in the outside round **chute** on the left side of the entry. (Not the drop box).

If this signed contract is not returned to the rental coordinator with the fee within 10 days, the reserved date maybe forfeited.

Today's Date: _____ Date Rented for: _____

Address: _____ Telephone Number: _____

Printed Name: _____ Signature: _____