

# Richland Community Hall Rental Agreement

NAME/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, ST, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF USE \_\_\_\_\_ TIME\* \_\_\_\_\_ TO \_\_\_\_\_

\*Community Hall rental is limited to the hours of 8am to 11pm Sun-Thurs, 8am to midnight Fri & Sat.

PURPOSE OF USE\*\* \_\_\_\_\_

NUMBER IN ATTENDANCE \_\_\_\_\_ Maximum Occupancy - 70

WILL ALCOHOL BE SERVED? YES \_\_\_ NO \_\_\_ (If "Yes", must sign separate alcohol policy agreement)

RESPONSIBLE PARTY (print name) \_\_\_\_\_

The rental fee for the Richland Community Hall is based upon a daily fee. Fees are paid to VILLAGE OF RICHLAND, and are due 7 days before the scheduled date of use. The security deposit is required to reserve the rental. The Village reserves the right to retain the deposit if the hall is not left in satisfactory condition.

## THE RENTER AGREES:

1. Alcoholic beverages will only be served on the premises in full compliance with the Alcohol Agreement.
2. Not to allow smoking inside the building. There is a smoking area outside the back door of the building. Cigarette butts not placed in the butt receptacle will result in forfeiture of a portion of the deposit.
3. Not to erect banners, decorations, posters, etc. without prior permission. No nails or thumbtacks are allowed to be inserted into any part of the building (inside or outside).
4. To **remove all refuse** generated during use of the Hall from the premises. **RENTER SHALL NOT USE THE TRASH RECEPTACLE LOCATED AT THE COMMUNITY HALL.**
5. To indemnify the Village and Township of Richland and its members or agents against all liability to persons or property.
6. To reimburse the Village of Richland for any damages to the premises, building and equipment.
7. To accept the premises in its present condition and return it in like condition.
8. To vacate the premises at the scheduled time.
9. To notify the Village office at least 48 hours in advance of any cancellation. Failure to notify may result in forfeiture of payment depending on the potential loss of revenue to the Village.
10. To make arrangements for checking in and out with the Village Office.
11. To provide the Village with a **Certificate of Insurance** for the date of use.
12. Not to remove tables, chairs, or any other furniture or fixtures from the premises.
13. Not to disturb residential or commercial neighbors with excessive noise level.
14. Applicant must be at least 21 years of age. A responsible adult must be present at the function at all times.
15. To maintain numbers within hall capacity. Hall maximum capacity is 70.
16. The Village reserves the right to have a representative present at any time.
17. The Village reserves the right to refuse use to anyone who previously abused the premises.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\*\*Approved uses include: Public and private meetings, Private parties, weddings, receptions, open houses, dance events.

\*\*\*\*\*

## FOR OFFICE USE ONLY

Rental Function: \_\_\_\_\_

Rental Amount: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Cash/Check \_\_\_\_\_

Check-In/Out Arranged \_\_\_\_\_

Rental Fee received: \_\_\_\_\_ Cash/Check \_\_\_\_\_

Key Issued: \_\_\_\_\_

Proof of Insurance Received \_\_\_\_\_

Key Returned: \_\_\_\_\_