

# SILVER CREEK TOWNSHIP CONTRACT FOR HALL RENTAL

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

I \_\_\_\_\_ agree to and are in acceptance of the conditions of rental of the Silver Creek Township hall as stated in the enclosed Hall Rental Policy form. A rental fee of \$150.00 for non-township residents or a rental fee of \$100.00 for Silver Creek Township residents and a damage deposit of \$500.00 will be required to be given to the clerk, prior to rental and receipt of keys, with two separate checks, also a notice from your insurance company that you are covered by your insurance policy for liability. Damage check will be held. We ask to have the keys returned within five (5) days after the date of the event. The damage deposit will be returned after the inspection of the hall and return of keys.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date for Event: \_\_\_\_\_

Check(s): \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**SILVER CREEK TOWNSHIP  
HALL RENTAL POLICY**

Silver Creek Township would like to welcome you to our township hall. You, as a renter, must be aware that you are subject to the following conditions of rental.

- 1) - The Hall must be left in the same condition as prior to rental.
- 2) - No alcohol allowed on the premise.
- 3) - All trash must be removed and disposed of in the township container on the side of the building.
- 4) – Any smoking must be done outside of the building.

The clerk, at the time of showing, will give you a tour of the facilities and show the condition of all that you have at your disposal. At this time you will initial as to the state of the hall prior to your use. Any concerns can be listed below. \_\_\_\_\_ - Ok \_\_\_\_\_ - problems noted below

The hall and the parking lot are part of your rental agreement, not the part of the township lot that has equipment, sand and gravel. This is not covered by our insurance and thus is not a playground for children. We require that you provide proof of liability insurance from personal insurance. If the Board deems that the event needs an off duty officer or supervision, they have the right to add this to the agreement or require the renter to appear at the next scheduled meeting to let the Board know how the renter will keep the event in control.

The rental cost will be \$150.00 for non-township residents, \$100.00 for township residents and the damage deposit will be \$500.00 given in two separate checks. The damage deposit will be returned after the inspection of the hall, returned keys and the approval of the board at the next scheduled meeting.

Notes:

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## **SILVER CREEK TOWNSHIP HALL RENTAL CLEAN UP LIST**

- \*\*\* Remove all garbage to container on side of building
- \*\*\* Wash tables and kitchen counters.
- \*\*\* Vacuum hall
- \*\*\* Replace tables and chairs as found
- \*\*\* Any stains in carpet to be removed if caused by rental
- \*\*\* Clean up any spills on kitchen/bathroom floors
- \*\*\* Clean up of outside area (trash, cigarette butts, etc.)

Please do not put hot items on the white tables without something under them. (Crock pots, Coffee makers etc.)

Thank You

