

SOUTHERN VIEW MUNICIPAL COMPLEX - RENTAL AGREEMENT
(Please read, sign, and return BOTH pages along with required fee)

Reservation -- DAY / DATE: _____

Time of Arrival / Departure: _____

Event / Group: _____

Contact Person / Event Planner: _____

Address: _____

Telephone: _____

Two SEPARATE checks... Deposit ck # _____ Rental Fee ck# _____
In the amount of (\$ 100.00) (\$ _____)

NOTE: No refund on rental fee, unless reservations are cancelled in writing, thirty (30), days prior to event. Deposit must be made by the person renting the building.

FEE FOR RESIDENT OF SOUTHERN VIEW

All Day Rental Rate - 8 am to 10 pm = \$ 100.00 _____

All Major Holidays require an additional \$50.00 for rental on a holiday.

NON RESIDENT OF SOUTHERN VIEW FEE OR COMMERCIAL USE:

All Day Rental - 8 am to 10 pm = \$ 500.00 _____

All Major Holidays require an additional \$50.00 for rental on a holiday.

SET UP:

Number of Persons: _____ SPECIAL REQUESTS: _____

Classroom Style: _____

Theater Style: _____

U - Shape Style: _____

Hollow Square: _____

Catering / own: _____

(SHOULD YOU HAVE QUESTIONS/CONCERNS ... TELEPHONE 529-3352)

Prohibited: Alcohol, Glitter, Confetti, and nothing should be hung from ceiling or placed on the walls.

Municipal Building Rental Agreement

The undersigned individual and organization hereby agree to indemnify and hold the Village of Southern View harmless for all other claims. Arising out of the use by the undersigned user of the above facility. This indemnity and hold harmless agreement shall include reasonable attorney's fees incurred by the Village.

I have been given and read the rules and regulations for the facility we are renting. I/We understand that the return of our deposit is contingent upon completion of the following:

- 1 Do not place or hang anything on walls or ceiling and remove all decorations
- 2 Do not stand on tables; chairs; benches
- 3 Do not block exit doors
- 4 No Glitter: No Candles; No Alcohol; and No Smoking inside the building.
- 5 If you find something to be out of order, please contact the Village Police 753-6666 or 529-0255; or, the Village President Mike Patsche @ 494-4131 to report the problem immediately-otherwise you will be held accountable.
- 6 Wash and dry all Tables and be certain all tables and chairs are returned to their original position
- 7 Wash dishes and supplies and return to their proper area
- 8 Wash out refrigerator; stove; and clean sinks. (dish-soap, cleaners are under sink)
- 9 Unplug and clean coffee pots, there will be instructions given when you pick up the key
- 10 Sweep and mop floors, including both restrooms. (Mop/bucket/broom in utility closet at South end of hall)
- 11 Wipe off restroom sinks, flush toilets, and be sure toilets are not left running
- 12 Take all garbage out to the dumpster. Replace inside trash receptacle with clean liners (new liners kept under the sink)
- 13 Make sure all food that has been brought in is removed from the building/area
- 14 Make certain all lights have been turned off; and all doors locked and secure.
- 15 Before you leave, check thermostat, it should be set at 65 in the winter and 72 in the summer.
- 16 Return keys to the counter, at front entry and, once you are outside, check To be certain the door is locked.
- 17 **Deposit will be forfeited if the keys are not returned.** Deposit checks will be shredded unless you pick them up after your event.

I / We agree to the pay rental fee as-well-as, the refundable clean up deposit fee at time of confirming reservation. If, I / We fail to comply with any of this agreement, the refundable cleanup deposit fee will be forfeited.

Lessee: _____
(Print and Signature)

Approved by Village of Southern View: _____