

# Wood River Town Hall Rental Agreement

This agreement is made between the Town of Wood River and

\_\_\_\_\_.

Type of Event \_\_\_\_\_ Date and Time \_\_\_\_\_

It is hereby agreed that:

1. There will be no smoking or use of alcohol anywhere on the Town's property and no fireworks of any kind.
2. The thermostat is set and shall not be adjusted or tampered with.
3. A \$75 (refundable) damage deposit is required in addition to a \$50 rental fee which shall be paid before the use of the Town Hall.
4. If any damage occurs, you may be charged for the actual cost of the repairs. Your deposit will not be returned in that event.
5. The Hall must be left clean. This includes cleaning the bathrooms, counter, kitchenette, and dusting/mopping the floor. If not left clean you may lose your deposit.
6. Do NOT use tacks or tape on walls or woodwork.
7. The Town of Wood River is not responsible for accidents. The renter agrees to hold the Town of Wood River harmless against any liability or costs that may be incurred from any act of the renter or guests. Proof of general aggregate liability insurance may be required.
8. The Town of Wood River must be notified of any accidents or injuries within 24 hours.
9. Renter is responsible to lock all exterior doors.
10. The maximum amount of people allowed at one time in the Town Hall shall not exceed 49 people.

Signature \_\_\_\_\_ Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Contacts \_\_\_\_\_