



# Hewitt Village Hall/Shelter Rental Agreement

Name	
Address	
Rental Date	Phone

I am a resident of the Village of Hewitt, and do hereby agree to rent the Hewitt Village Hall/Shelter Building under the following terms and conditions:

1. I am renting the Hall/Shelter for **my own use**.
2. I **agree to pay for all damages** to the premises and items in/on the premise that occur as a result of use during the rental period.
3. I understand that I am **responsible for insurance coverage** of activities and occupants of the Hall and premises during the rental period.
4. I agree to abide by the **stated hours** of rental for the Village Hall & Shelter as listed:  
                                     12:30 A.M. Music off                                      12:45 A.M. Beer off                                      1:00 A.M. Vacate premise
5. **Prohibited Activities:**
  - No tape; nails, pins or tacks on walls, woodwork, ceilings or window blinds.  
*Decorations may be taped on the light fixtures not bulbs. All tape must be removed from the light fixtures at the conclusion of your event.*
  - No roller skating, bike riding, skate boarding, dart board, billiard & arrow, marble games or any other games that would damage the floor, walls or ceilings
  - No open burning, i.e., fire pits, fire rings on Village grounds
6. **Fees:**<sup>1</sup>
  - \$50 Village Hall Rental Fee (*must be paid at time of reservation*)
  - \$100 security deposit (*must be paid prior to issuing keys to premise*)
  - \$25 Village Shelter rental fee (*Shelter building cannot be rented separate from Village Hall*)
7. I **shall be responsible** for the following at the end of my event for the buildings rented:
  - Place all chairs and tables on storage units (leave 1 ft distance between wall & storage unit)
  - Wipe down counters & sinks in kitchen & bathrooms
  - Wipe & clean stove & confirm stove/oven is turned off
  - Wash & clean any items used
  - Empty wastebaskets & garbage containers; insert new liners in containers
  - Sweep & wet mop floors including kitchen and restrooms
  - Turn off lights, turn the thermostat down to 55 degrees
  - Take trash and garbage home for disposal
  - Lock doors upon departure

Signed \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE

Rental Fee	\$ _____	
Security Deposit	\$ <u>100.00</u>	<b>Make Checks Payable to Village of Hewitt</b>
Total Due	\$ _____	
Amount Paid	\$ _____	Date Paid _____ / ___ / Cash / ___ / Check
Balance Due	\$ _____	Date Paid _____ / ___ / Cash / ___ / Check

Inspection Notes:

Security Deposit Returned: Amount: \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> \$100 security deposit returned in full if premise inspection is satisfactory; a charge of \$20/hour will be assessed for any cleaning if inspection is not satisfactory & will be deducted from the security deposit.