



## Hewitt Village Hall Rental Agreement

|                    |  |              |  |              |  |
|--------------------|--|--------------|--|--------------|--|
| <b>Name</b>        |  |              |  |              |  |
| <b>Address</b>     |  |              |  |              |  |
| <b>Rental Date</b> |  | <b>Phone</b> |  | <b>Email</b> |  |

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

1. I am renting the Hall for **my own use**.
2. I agree to pay for all damages to the premise & 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 as listed:  
 12:30 A.M. Music off                      12:45 A.M. Beer off                      1:00 A.M. Vacate park 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, bow & 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:**
  - \$50 Village Hall Rental Fee (*must be paid at time of reservation*).
  - \$100 security deposit (*must be paid prior to issuing keys to premise*).
7. **I shall be responsible** for the following at the end of my event for the buildings rented:
  - Place all chairs and tables back 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 thermostats down to 55 degrees
  - Place trash and garbage in provided outside refuse containers
  - Lock doors upon departure

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| FOR OFFICE USE            |        |          |   |                               |  |
|---------------------------|--------|----------|---|-------------------------------|--|
| Rental Fee                | \$     | _____    | <b>Make Checks Payable to Village of Hewitt</b> |                               |  |
| Security Deposit          | \$     | 100.00   |   |                               |  |
| Total Due                 | \$     | _____    |   |                               |  |
| Amount Paid               | \$     | _____    | Date Paid _____                                 | <input type="checkbox"/> Cash | <input type="checkbox"/> Check No. _____ |
| Balance Due               | \$     | _____    | Date Paid _____                                 | <input type="checkbox"/> Cash | <input type="checkbox"/> Check No. _____ |
| Inspection Notes:         |        |          |   |                               |  |
| Security Deposit Returned | Amount | \$ _____ | Date  | _____                         |  |