

VILLAGE OF ELMWOOD

RENTAL CONTRACT—AUDITORIUM

Name of Renter: _____

Phone Number: _____

Event Date: _____

Fees: Dining Room \$100.00

Hall \$300.00

Deposit When Booking \$50.00

(Non-refundable if cancelled less than 30 days prior to the event. **NO EXCEPTIONS!**)

Clean Up/Damage Deposit \$150.00

(Separate check paid at time of picking up keys—
Returned a minimum of 10 days after event.)

BALANCE OF FEES MUST BE FULLY PAID PRIOR TO EVENT

Tables and chairs will be set up, taken down and put away by the renter (put back in the same spot you found them).

If you need the Village staff to set up or take down it will be an extra fee of \$50.00 per hour. If you use the kitchen and/or dishes, they need to be in the same condition that you found them.

Renter is to make sure that all items used do not leave the premises and remain in the same condition that you found them in.

If you are decoration, you are **NOT** to use nails or staples. You are responsible for taking down the decorations.

There are to be **NO** drinks carried downstairs to the lobby. This is not only for maintenance, but for safety.

Renters assumes all responsibility and liability regarding the serving of alcoholic beverages. If alcoholic beverages are being served it is subject to law enforcement inspection.

The Clean-Up/Damage Deposit will be refunded if the clean-up is satisfactory, there is no damage or breakage, and all items are accounted for. If damages exceed the deposit amount, you will be responsible for covering the full cost of replacement and/or clean-up.

If any damages occur or repairs are required for the elevator during or as a result of your event, you will be held responsible for all associated expenses, excluding those resulting from normal wear and tear. _____

Initial

I HAVE READ AND UNDERSTAND THE CONDITIONS SPECIFIED AND AGREE TO ABIDE BY THIS CONTRACT.

Renter's Signature

Date

Key Return Policy:

All renters must sign out a key prior to their event. The key must be returned within **48 hours** after the event. Failure to return the key within this timeframe will result in a **\$___ fee** being added to the total rental amount. If the key is lost or not returned, the renter may be responsible for the cost of rekeying the facility.

Renters Signature

Date

Key Number: _____