**TOWN OF THURMAN**

**TOWN HALL RENTAL AGREEMENT**

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| Date of Reservation: | Date of Event: |
| Name: | Address: |
| Thurman Resident:  ( ) Yes ( ) No | Thurman Resident Fee: $100.00 / $75.00 Refundable  NON – Thurman Resident Fee: $100 / $50 Refundable |
| Contact Person’s Name: | Contact Person’s Phone Number: |
| Number of Attendees:  \_\_\_\_\_ Adults \_\_\_\_\_Children | Time Hall will be in use:  From: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Amount Received: $    ( ) Cash ( ) Check Check #: | Date Fee was received:  ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Returned Check Fee of $35.00 | All refunds will be by check.  No cash refunds |
| Name of person picking up the key:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Town Hall Key must be left in the Supervisors Drop Box immediately after the event. | Date Key was picked up:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Key was returned:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Person renting the Town Hall will be responsible for all actions of the attendees**. | |
| All doors must be locked at the end of the event.  All windows must be closed and locked. | Children must be supervised at all times to prevent injury and property damage. |
| Nothing can be hung to or fixed to the walls or ceiling.  No tacks or nails are to be used for any reason. | No sidewalk chalk to be used unless properly cleaned off prior to the end of the event. |
| Stove is no longer available for Hall Rental.  Microwave and Refrigerator can be used, but must be left clean. | Hall Rental is for the Meeting Room/Kitchen Area ONLY.  Bathrooms are available for Hall Rental use.  No other area is to be occupied during the event. |
| All Garbage and Recyclables must be removed from the Town Hall after the event. | At no time should anyone be sitting at the Judge’s Podium. |
| **The refund will not be returned if there is damage or additional cleaning necessary.** | |

I acknowledge that failure to adhere to the rules listed above will result in a forfeiture of my deposit.

Please sign below to acknowledge that you have read and understand this agreement.

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Signature Date