**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 RefundableNON – 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