

## **Town of Ellenboro Rental Contract**

Town of Ellenboro Representatives agrees to allow person/s listed below (hereafter referred to as Renter) to use their facility with the following conditions and understanding:

1. Full payment is due at time of rental. Facility base rent fee is \$75 for 3 hours and \$10 for each additional hour. SECURITY DEPOSIT - \$50.00 – is due in advance. The security deposit will be refunded unless RESERVATION is canceled, CLEAN-UP was not complete and/or DAMAGE to property. **Person renting (Renter) facility must be 21 years or older and present in the facility/on the premise throughout the event**
2. Town of Ellenboro and its representatives shall not be liable for any personal injuries or personal or property damage which may be suffered by Renter or their guest or other persons. Individuals or groups shall not hold Town of Ellenboro or its representatives responsible for any and all claims arising from use of the Townhalls facility. No illegal activity may be conducted on/at the Ellenboro Townhall or premise.
3. Distribution or consumption of ALCHOLOIC BEVERAGES of any kind are NOT permitted on Town of Ellenboro Property. SMOKING is NOT permitted in the facility or near facility doorways. Renter is responsible for guest behaviors and proper disposal of cigarette butts.
4. Renter agrees to limit number of persons inside facility to no more than 72 people.
5. Heating and Air Conditioning thermostat will be pre-set for events by Ellenboro representative.
6. The following are NOT permitted for use inside the facility: Birdseed, rice, confetti, silly string, glitter or other substitutes. IF this policy is violated see #1 SECURITY DEPOSIT.
7. NO nails, tacks, pins, double-sided tape or sticky tack shall be used on the walls, windows, doors or furniture inside the fac. Masking/painters tape shall be permitted to secure display items BUT must be removed by the Renter.
8. If you have an emergency or question during the rental period contact Teresa 828-980-4121 or Makayla – 828-447-9124 or Liz – 828-429-1356

**Clean-up Checklist for Renters – to be verified by TOE Rep.**

TOE Rep	Renter	Items listed below are responsibility of Renter & shall be inspected by TOE Rep
		Arrange and straighten furniture, tables, chairs and move to original placement
		Wipe clean all counter tops, tables, chairs, sinks, & clean/clear bathroom
		Sweep floors and clean dirty spots and/or spills
		Remove all trash from premises and grounds. Disposal container located near outside of facility. Close lid on disposal container after dumping garbage.
		Remove personal items and check refrigerator. Excess ice may be left in freezer.
	n/a	All water, lights and heat/air turned off
	n/a	Close all blinds

Renter: (Name) \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Rental  
 Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Closing Time \_\_\_\_\_  
 TOE Rep \_\_\_\_\_  
 Payment Info \_\_\_\_\_