

**VILLAGE & TOWN OF STOCKBRIDGE
COMMUNITY HALL RENTAL AGREEMENT**

Name of Renter: _____

Address of Renter: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date of Event: _____

Type of Event: _____

Hours of Event: _____

Do you intend to serve alcohol? YES NO

(If YES, alcohol cannot be sold on site and bulk tap quantities are now allowed). There will be **no underage drinking** and renter will be responsible to see this is enforced.

I agree to pay the Village of Stockbridge \$50.00 to reserve the Community Room for my event. I agree to give the Village a \$125.00 security deposit and I understand that the Village may retain a portion or all of this security deposit to cover damages or excessive clean-up of the Community Room. I understand that in a rare occurrence my weekend reservation can be cancelled if the Village or Town Board needs to hold an emergency meeting. I agree to be responsible for any damage to the facility's tables, chairs, bathrooms and kitchen, and any damage to the walls, doors, floors or windows. I will not hang, tape or nail any decorations on the ceiling tiles, walls or woodwork. I am responsible for cleaning the Community Hall and returning furniture to the original setup. I will have the facility cleaned up and be out of the building by midnight. The building will be inspected after each rental and the security deposit will be returned when the key is returned to the office.

I agree to indemnify and save harmless the Village and Town of Stockbridge and their employees and elected/appointed officials and their agents from any and all liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Room. I have received a copy of the Community Hall rental guidelines attached to this contract and agree to abide by all of the rules and regulations formulated by the Village and Town of Stockbridge for the use of the building and facilities located in the Village of Stockbridge.

Signature of Resident
(Applicant must be 18 yrs or older)

Date

Signature of Village/Town Representative

Date

VILLAGE & TOWN OF STOCKBRIDGE
COMMUNITY HALL GUIDELINES
Approved by Joint Boards on Jan 17, 2007

1. The Community Hall can only be rented by residents (must live in or have a business in the Village or Town of Stockbridge). The rental fee is \$50.00.
2. A separate \$125.00 deposit is required and will be returned if the Community Room has been cleaned up properly, there is no damage to the facility, appliances or furnishings.
3. The Community Hall will be available at no cost to human service organizations including veteran groups, Lions clubs, Kiwanis, etc.
4. The Community Room is not available for the following activities:
 - a). Weddings and wedding receptions
 - b). Bachelor and bachelorette parties
 - c). Commercial or retail sales activities or events, rummage sales, craft sales, scrap booking and hobby or collector show/sales.
5. The Community Hall is not available for rent on the following days:
 - a). Monday through Thursday of every week of the year
 - b). It is available to rent on holidays, only with prior approval
6. Reservations will be taken no more than six (6) months in advance. Contact the Village Office (439-1700) to make reservation. Once the reservation and contract are confirmed and the required fees are received, no refund will be given.
7. The facility will be open for rental until midnight of the contract date. Facility must be cleaned up and vacated by midnight.
8. Rental of the facility does not include the usage of any glassware, dishes, or utensils. These must be supplied by renter. All garbage must be bagged and removed from premises by renter.
9. The Community Hall has a seating capacity of (100) people. This must be strictly enforced for fire and insurance purposes.
10. Questions on rental policies can be directed to the Village Office at 439-1700. Problems during your rental can be directed to the above number, 439-1236 or 439-1573.
11. Smoking inside the building is strictly prohibited.