

TOWN OF ARBOR VITAE COMMUNITY ROOM RENTAL CONTRACT

TODAY'S DATE: _____ REQUESTED USE DATE: _____

RENT PAID: _____ SECURITY DEPOSIT PAID: _____ RETURNED: _____

RENTER'S NAME: _____ PHONE: (H) _____ (W) _____

ADDRESS: _____ DRIVER'S LICENSE: _____

TYPE OF ACTIVITY _____

The above stated person hereby agrees to the following conditions. Resident's rates must be immediate family members.

PROCEDURE: Application for use of the Arbor Vitae Community Room for rental must be submitted no less than thirty (30) days prior to use.

RENTAL FEE:

LARGE EVENTS —Weddings, Fund Raising Dances, etc.	FEE	SECURITY DEP	SMALL EVENTS – Birthdays, Funerals, Showers	FEE	SECURITY DEP
Arbor Vitae Residents	\$500.00	\$500.00	Arbor Vitae Residents	\$ 50.00	\$100.00
Non-Residents	\$600.00	\$600.00	Non-Residents	\$125.00	\$200.00

Rental fees and security deposit must be submitted at the time of the use request. The checks will be deposited in the town's account. Refunds can be held as long as thirty (30) days to fully evaluate any possible damage. In the event of any damage to the property, the replacement or damage costs will be deducted from the security deposit and the balance refunded.

KEYS: The keys may be obtained one (1) day prior to use and returned in the same allotted time. A \$75.00 re-keying charge will apply for any lost keys.

CHAIRS AND TABLES: Set up chairs and tables as needed. After activity, WASH tables and chairs replacing them in the storage carts. Table Inventory _____. Renter's initials.

KITCHEN USE: Floors, counters, refrigerator, sink and top of stove must be cleaned. Do not leave food items in the refrigerator or freezer. All personal property must be removed prior to returning the keys. All floors must be cleaned to original condition.

TRASH: Trash must be taken out and put into the locked dumpster. A key will be provided. You MUST supply your own 33 Gallon black garbage bags and put a new bag in all garbage cans. Grounds outside must be picked up.

SMOKING: No smoking in the building as mandated by Federal Law.

CLEANING THE BUILDING: Clean after the function by sweeping and mopping. We expect the building to be in the same condition in which you found it before the function. You are free to make arrangements with an outside service if you do not want to personally clean it.

DECORATING: **NO TAPES OF ANY KIND** can be attached to any painted surface or ceiling tiles to anchor decorations. If you are decorating for a wedding on a Saturday, you can come in to decorate at noon on the Friday before the wedding. Make arrangements with the Clerk. Open flames on candles are not allowed. No exposed flames. Candles must be contained (tea lights must be in votives).

AUTOMATIC DOOR: **NEVER** prop open the automatic door. This is a very expensive door for the handicapped with a push lever for when you are carrying items in and out.

PARKING: **NEVER** park in front of the firebarn doors. Our fire trucks and rescue vehicles need to be free to leave any any time of day or night.

Responsible Party

Town Representative

Inspected by

Date