

# SILVER BROOK TOWNSHIP

## RENTAL AGREEMENT

*(Rentals on a first come basis – Silver Brook Residents Only)*

DAY and DATE OF FUNCTION

ACTIVITY

DATE and TIME HALL KEY NEEDED

TIME FUNCTION WILL END

NAME \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

**User Fee: \$45.00 refundable damage deposit-REQUIRED**

**Half Day (0 to 4 hours) \$15.00 rental fee**

**All Day (over 4 hours) \$25.00 rental fee**

1. No ALCOHOL, DRUGS, SMOKING, DANCING or PETS are allowed on the premises. Any alteration or decorations must be pre-approved by the township before use.
2. A maximum of 100 people may use the building at any one time. Please do not allow guests to damage floors, upholstered chairs, tabletops, chairs or walls.
3. IF TABLES, CHARIS AND/OR PEWS NEED TO BE MOVED...PLEASE LIFT...DO NOT SLIDE THEM ACROSS THE FLOOR to avoid scratching the floor. Tables, chairs or other furniture brought on to the premises must have protective footings.
4. **A fire extinguisher is located next to the main entrance door.** For weddings...please do not throw rice. We suggest birdseed and then only OUTSIDE the building.

### BEFORE LEAVING

1. THE FLOORS MUST BE SWEEPED AND/OR SCRUBBED IF NEEDED. All tables, chairs and kitchen items must be arranged as found. No furniture or items are to be removed from the building.
2. **ALL GARBAGE must be removed.**
3. Check that lights IN ALL AREAS OF THE TOWN HALL are turned off and all doors are locked. Please return key to the designated area.
4. Make sure toilets and/or faucets are turned off completely and are not running or dripping.
5. Return thermostat to 65 degrees in winter/75 degrees in summer.

I, \_\_\_\_\_, understand and agree that my group and I will abide by all the rules and regulation set forth above and that I am MONETARILY responsible for ANY DAMAGE TO THE PREMISES over and above normal wear and tear.

DATED: \_\_\_\_\_, 20\_\_\_\_\_.