***RENTAL CONTRACT***

***Name of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_***

***Day Time Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Requested: \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_***

***Type of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Room Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Estimated Number of People Attending: \_\_\_\_\_\_\_\_ Payment Made On: \_\_\_\_\_\_\_\_\_\_***

**The Town Hall hours are Monday - Friday 8am – 4pm. You must pick up a key before 4:00pm.**

**If your event is on Friday, Saturday or Sunday you must pick up a key on Thursday before 4pm.**

**After you lock up you may put the key in the drop box out in front of the Town Hall.**

**Your deposit will be returned after the room has been inspected.**

**Your deposit will not be returned if the cleaning has not been done or damage to the room is found.**

**STATEMENT OF AGREEMENT**

“I have read all of the terms and conditions in this rental contract and will abide by

the same as set forth, or shall be liable for damage and/or loss of property.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Representative Date

**OFFICIAL USE ONLY**

**Name of person receiving money (Town Representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_/\_\_\_/\_\_\_ Amount received for Rent $\_\_\_\_\_\_\_\_\_\_\_Deposit $\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment method: (cash or check #)\_\_\_\_\_\_\_\_\_\_\_Date deposit was returned \_\_\_/\_\_\_\_/\_\_\_\_**

**Receipt given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature of Renter)**