***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 – Thursday 8 am – 4 pm. Emergency phone number 970-730-1274**

**You will be given a code number to access the lock box on the door. When you leave make sure all the doors are locked and the cleaning is complete. If doors are left unlocked or the facility is dirty you will not get your deposit back. After you lock up, please be sure to return the key to the lock box and scramble the numbers to ensure that the box is locked. Your deposit will be returned or shredded 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.**

**Dumpster combo is 2022. NO ALCOHOL IS ALLOWED IN THE BUILDING OR SURROUNDING TOWN PROPERTY.**

**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 $\_\_\_\_\_\_\_\_\_\_\_Check #**

**Deposit $\_\_\_\_\_\_\_\_\_\_\_\_Check #**

**Date deposit was returned \_\_\_/\_\_\_\_/\_\_\_\_**

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

**(Signature of Renter)**

Crawford Town Hall

Rental Information

January 2021

**Rental Fees:**

Community Room: $ 35.00 per day

Classroom: $ 15.00 per day

Commercial Kitchen: $ 75.00 Per day

Cleaning/Key Deposit: $ 75.00 per day

Town Park/Theater Power: $ 20.00 per day

PA System: $ 25.00 per day

**Town of Crawford will be responsible for the following:**

We will provide the building for the time indicated above. Any time needed outside that must be approved by the Town Clerk. (For example: decorating, pictures, etc.)

* The building will receive a general cleaning before the event. This will included dusting, mopping of the floors, and cleaning of the bathroom.
* We can provide the following items: (Please inquire as to availability of tables – some are used in exhibits.)

Renter will be responsible for set up and tear down of the following items:

* 18 – 6 ft tables Return to storage room at completion tables do not go outside of building
* 63 chairs Return to storage room at completion Chairs do not go outside of building
* If your rental requires use of the lawn, Crawford Town Hall needs two weeks’ notice to arrange the schedule lawn care.
* Renter will have access to the following rooms: ONLY ROOMS THAT YOU HAVE PAID TO USE

\_\_\_\_\_The Community Room \_\_\_\_\_The Town Park

\_\_\_\_\_The Commercial Kitchen \_\_\_\_\_The Bathrooms

\_\_\_\_\_The Classroom

***TERMS AND CONDITIONS***

**General:**

* A *non-refundable payment* will be required to reserve the building at least one month prior to the event. Reservation is good for the day and times requested above only. Multiple days require additional contracts and agreements and payment (Make checks payable to: Town of Crawford.)
* The Community Room capacity is 100 persons; the Classroom capacity is 30 persons; the lawn has a capacity of 400. Renters shall under no circumstances exceed these capacities.
* The building must be **cleaned, including bathrooms and hallway** and vacated no later than 10 PM on weeknights and 12 AM on Friday and Saturday.
* **No smoking** is allowed inside or outside the building at any time. Please notify your guests. Due to Colorado State Law, guests must be outside of 25 feet of a doorway.
* **No alcohol** is permitted in the building or on town property without a special liquor license issued by the Town of Crawford.
* **No animals** are permitted inside except Service Dogs with advance permission. If service animals are outside the Town Hall, all debris must be picked up.
* Use of kitchen facilities includes sink, microwave oven, counter tops, stove, refrigerator, freezer, and garbage cans. **Decorations:**
* Renters are responsible for their own decorations for the event and for the removal of same. Both the decorations (prior to putting up) and removal must be approved by the Town Clerk, or their designee.
* No decorations may be hung, taped, stapled or otherwise attached to the interior architecture or furniture. All decorations must be freestanding of the historic house. No nails, tape, tacks, or other forms of fasteners may be used on the historic house, outbuildings, or other structures.
* Renters are responsible for all set up and take down of any furniture or appliances used at the function. Furniture owned by Crawford Town Hall must be returned to the place from which it was retrieved.
* Displays may not be removed or moved for any reason. And nothing may be placed on the Upright Piano.
* All rental equipment must be taken down and ready for pickup. Pickup must be arranged for by the renter. Crawford Town Hall is not responsible for any rental property on the grounds before, during or after any event. Rental items must be picked up prior to the next day that Crawford Town Hall is open.
* We will not store any items, rented or otherwise, inside Crawford Town Hall prior to or after the Event. Please inform the rental facility of this stipulation.

**Clean Up:**

* All rooms used must be swept/dry mopped, cleaned and garbage must be removed (put new trash bags in trash cans) from the building and put in the dumpster (west of Town Hall) combination is 2022
* No water should be used on the wood flooring. Please only dry dust mop the floor.
* In the event of wet spill, clean up with paper towels, or mop provided in storage room. Do not leave standing water on the floor. Rinse and wring out mop.
* Renter **must** designate someone to ensure that the facility is returned to its original condition.
* Please notify the Town Clerk who will be responsible to ensure that the facility is returned to its original condition.
* If Crawford Town Hall and grounds have not been returned to their original condition, the renter shall be billed a **cleanup fee of $75 per hour.** All necessary cleanups will be documented and included in billing.

**Liability:**

* Alcohol is only allowed if a special event license has been issued by the Town of Crawford, and please note that you are required to observe all state and local regulations regarding the consumption of alcohol while on the premises. (i.e. – a licensed barten
* der is required to be serving alcohol.) A special event license is required (NON-PROFIT ONLY) and Renter will need to come before the Crawford City Council for approval. City Council meetings are on the 2ND (second) Wednesday of each month. Please call the Town Clerk to schedule your appearance, 7 (seven) days prior to meeting. Renter must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The Town of Crawford reserves the right evict from the premises any member of any party who, because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Renters are held responsible for the behavior of their guests, and any damage to the property caused by a guest will be held payable personally by the renter.

A damage deposit of $250 will be collected at the time of booking. This deposit will be held and then returned to the client within 10 days after the event assuming that Crawford Town Hall was not damaged during your event.

* The renter assumes responsibility for the welfare of all guests present at the preparation for the leased event and at the event itself. The renter acknowledges that he has had opportunity to inspect premises and accepts full responsibility for all guests as iterated above. The renter acknowledges that he has been informed of potential areas of danger, if any, and makes no warranty of safety beyond this full disclosure. Rentor and Renter signify by their signatures that they have fully read and fully accept the terms outlined.

**Temperature settings:**

* Separate controllers in each room. Set temperature by pushing the up arrow for higher heat and the down arrow for lower heat.

**Bathrooms:**

* Extra bathroom tissue and hand towels are provided in storage room.
* Sweep and mop
* Remove all trash, put it in the dumpster, and put new trash bags in cans

If these rules are not followed and fulfilled, the Town will keep your deposit. No execptions