



# Tusten Community Hall

## Rental Agreement

Tusten Town Clerk  
 PO Box 195  
 210 Bridget Street  
 Narrowsburg, NY 12764

Rental Type	Fee	Town Use Only
<b>Non-Profit 501(c)(3)</b> without kitchen	FREE	
<b>Non-Profit 501(c)(3)</b> with kitchen	\$50.00/day	
<b>Tusten residents</b> without the use of the kitchen	\$ 50.00/day	
<b>Tusten residents</b> with the use of the kitchen	\$ 100.00/day	
<b>NON-residents</b> with or without use of the kitchen	\$150.00/day	

\*All rentals come with FREE wifi – you will receive your single use psword at the time of payment.

\*Must be 21 years of age or older to rent the Hall. Copy of Photo ID is required

**In addition, all parties must leave two \$25 deposit checks.**

One check for garbage removal and one check for cleaning. These checks will be returned when the key is returned and the hall is left as agreed upon in the following terms upon satisfactory inspection.

Please return the key to the Town Clerk or the Bookkeeper to receive your deposits back.

**TERMS and Conditions**

- Absolutely NO SMOKING in the town hall, including the bathrooms.
- For Profit Organizations must have proof of Liability Insurance.
- All cleaning supplies (paper towels, garbage bags, additional toilet paper...) to be provided by the renter.
- No use of staples or thumb tacks on walls, ceiling or columns.
- The ceiling tiles and ceiling light fixtures must NOT be moved or used for hanging.
- No use of glitter or paint for events.
- Scotch tape or painters tape may be used for hanging but ALL used tape must be removed after event is finished.
- All garbage must be taken away by renter.
- All tables used should be wiped off and put back in place.
- All chairs should be wiped off and stacked.
- Check bathrooms and leave clean as found.
- Sweep floors; Wash floors if any spills or dirt due to event.
- Return thermostat back to original setting.
- Wipe down kitchen countertops and stove if used.
- Empty & Rinse out sink.
- Close & lock all doors & windows.

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**VIOLATORS OF THESE TERMS WILL FORFEIT THEIR DEPOSIT AND POSSIBLY THE RIGHT TO USE THE TOWN HALL IN THE FUTURE.**

THERE MUST BE AT LEAST 2 ADULTS CHAPERONING PARTIES INVOLVING CHILDREN. The adults will be liable for any misuse or damages of the hall.

CHAPERONE #1: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CHAPERONE #2: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

I am over the age of 21 and have read and consented to the above rental agreement terms:

Print Name(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Reservation Date and Time:** \_\_\_\_\_

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### PAYMENT INFORMATION

**AMT DUE \$** \_\_\_\_\_

**Hall Fee Received:** Date \_\_\_\_\_ CASH / CK # \_\_\_\_\_ AMT PAID \$ \_\_\_\_\_

Garbage Deposit (\$25) : Date rcv'd \_\_\_\_\_ returned \_\_\_\_\_ Ck # \_\_\_\_\_

Cleaning Deposit (\$25) : Date rcv'd \_\_\_\_\_ returned \_\_\_\_\_ Ck # \_\_\_\_\_

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Event Type /Usage : \_\_\_\_\_

KEY # \_\_\_\_\_ WiFi Password for 'Community Hall Guest': \_\_\_\_\_

**Renter Will Pick Up Key on** \_\_\_\_\_  
(Date) (Renter signature)

KEY Returned \_\_\_\_\_