

**TOWN OF VANDENBROEK
COMMUNITY CENTER/PAVILION RENTAL CONTRACT**

The undersigned hereby rents the Town of Vandebroek Community Center or Pavilion for the date of _____, 20____, during the following hours: _____.

	Residents	Security Deposit	Non-Residents	Security Deposit
Hall	\$75.00	\$100.00	\$150.00	\$150.00
Shelter	\$75.00	\$100.00	\$150.00	\$150.00

****Add \$5 to rental fee if alcohol is being consumed (permit required)**

Security deposit of \$_____ shall be tendered with this contract to reserve the requested above date.

Total rental fee of \$_____ shall also be tendered with this contract in order to pick up the keys.

Purpose of Rental: _____

Please check which facility you will be renting: Community Center _____ Pavilion _____

Please make checks payable to the "Town of Vandebroek"

THIS RENTAL SHALL BE FOR THE ABOVE PURPOSE ONLY. THE FACILITY MAY ONLY BE USED FOR LAWFUL PURPOSES. IF USED OUTSIDE OF ITS INTENDED PURPOSE OR FOR ILLEGAL ACTIVITIES YOUR SECURITY DEPOSIT WILL BE FORFEITED AND YOU MAY BE SUBJECT TO A CITATION OR CRIMINAL CHARGES. CANCELLATIONS MADE WITHIN 30 DAYS OF RENTAL WILL RESULT IN FORFEITING YOUR DEPOSIT.

The undersigned agrees to obtain a key to the Community Center/Pavilion from Hall Coordinator and to return the key to the Community Center Coordinator no later than 48 hours after the event.

The undersigned agrees they have read the rules and agree to abide by them. The undersigned also agrees to be liable for any Town expenses required to clean the premises, so as to return said premises to the same condition as when the rental period commenced, and further to make payment for any damages caused to the premises during said rental period. Dates and hours on the Permit Form must include set-up, take down and cleaning time. All facilities close at 11pm, no exceptions.

The Town of Vandebroek assumes no liability for injury to persons or damage to property in connection with or arising from persons bringing equipment or private activities conducted on Town property or private equipment brought on Town property.

Dated this _____ day of _____, 20_____.

Failure to return the key(s) within 48 hours will result in the forfeiture of your security deposit.

Renter's name (printed): _____

Renter's signature: _____

Current address: _____

Current phone number: _____

****Residents are defined as a qualified elector**

Town of Vandebroek

Facilities Rental Rules for Community Center and Pavilion

The renter shall insure that the Community Center, Pavilion and Town Park premises are in the same condition as to cleanliness as when the rental period commenced. The renter will comply with the following conditions:

- **There shall be no hanging of materials on doors, windows, walls or ceilings with tape, pins, tacks, or sticky adhesive.**
- *Please use backdoor for loading and unloading items.*
- Doors must be closed and locked before leaving. Leave lights on, they will go off automatically.
- All garage needs to be place outside in the dumpster on the east side of the building.
- Refrigerator, stove and microwave are to be cleaned.
- Tables and chairs are to be clean and returned to the same setup as you found them.
- There is a broom and mop in the utility closet for your use.
- Sales of any kind are not permitted on Community Center and Park Property unless authorized by the Town Board.
- Vehicular traffic is restricted to blacktop area only.
- No pets or animals allowed in the Community Center. Pets or animals in the Park area must be cleaned up after.
- No standing or sitting on tables. No standing on chairs.
- No smoking is allowed inside the Community Center.
- The Community Center, Pavilion and Park close at 11pm, no one is permitted onsite after that time.
- Rentals are taken on a first come, first serve basis.
- Rentals will only be accepted 9 months in advance.

If the facilities are left in a condition that is not acceptable or if any of these conditions are not met according to the Town Board or their authorized agent, the security deposit will be forfeited.

****Please sign your name on the first page to accept the above rules.**