



COMMUNITY ROOM RENTAL
Rental Agreement
NON SMOKING FACILITY - Limit 100 people

Renter: _____ Phone: Day _____
Address: _____ Night _____
City/State: _____
EVENT: _____
Date of rental: _____ Time: From _____ To _____

RENTAL FEES:

- Dances/wedding reception/Large party \$100 Deposit required: (A Homeowners certificate of liability must be provided naming the Town of Randolph as second insured. This must be provided before the date of the event).
\$150 Randolph Resident \$175.00 Non- Resident
Shower/Birthday party/etc \$65.00 Randolph Resident \$75.00 Non- Resident
Funeral Dinners: \$35.00 Randolph Resident \$45.00 Non- Resident
Not for profit organizations: \$35.00 Randolph Resident \$45.00 Non- Resident
Meetings: \$35.00 Randolph Resident \$45.00 Non- Resident
For Profit event: \$100.00 Randolph Resident \$125.00 Non- Resident

TOTAL AMOUNT DUE

A full list of rules is printed on the back of this contract. By signing the contract the renter is agreeing to and understands all of the listed rules

A \$65 Cleaning/damage refundable deposit is due at time of key pick-up.

RENTER Signature DATE

TOWN OFFICIAL DATE

RULES FOR RENTAL OF THE COMMUNITY ROOM AT THE RANDOLPH MUNICIPAL BUILDING

1. Keys for rental must be picked up prior to close of Town Clerk Office. Keys placed in drop box after rental is complete. ****Cleaning/damage deposit due at time of key pick-up****
2. Kitchen use: renter must bring all dishes/flatware/drink ware. Kitchen must be cleaned upon vacating the premise. Kitchen does NOT have a freezer. *Do not leave ice/ice cream in the Refrigerator-Your deposit will not be returned to you.*
3. Any breakage of tables, chairs, windows, blinds or other items will be charged to the person renting the Community Room.
4. Nothing is to be fastened to walls or ceilings. *No coloring or footprints on walls.*
5. Clean-up of the building and grounds is the responsibility of the renter. *Failure to do all the following will result in your cleaning deposit not being returned to you:*
 - Tables wiped down
 - Any extra tables / chairs used, must be put away
 - Floors cleaned
 - Garbage / boxes removed from property
 - Doors locked when exiting building
6. The Town of Randolph is not responsible for loss or damage to personal property brought in or left at the hall.
7. No smoking in building.
8. All rentals must be scheduled through the Clerk's Office.
9. Payment due prior to rental being guaranteed