**TOWN OF WHITE**

**TWIN LAKES PAVILION**

**RENTAL AGREEMENT AND RULES**

Date of 1 Day Rental \_\_\_\_\_\_\_\_\_\_ Rental Hours: \_\_\_\_\_\_\_[am][pm] \_\_\_\_\_\_\_\_[am][pm]

For rentals of more than 1 day fill out the section below:

Date of 2nd  Day Rental \_\_\_\_\_\_\_\_\_\_ Rental Hours: \_\_\_\_\_\_\_[am][pm] \_\_\_\_\_\_\_\_[am][pm]

Date of 3rd Day Rental \_\_\_\_\_\_\_\_\_\_ Rental Hours: \_\_\_\_\_\_\_[am][pm] \_\_\_\_\_\_\_\_[am][pm]

Pavilion doors will be programmed to unlock and lock according to the times indicated above. Please include set up and take down times.

Rental Fees:

1 Day Fee: $150

2 Day Fee: $250

3 Day Fee: $325

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULES**

1. A security deposit of $ 50.00 is due at the time the reservation is made to hold the date of your reservation. The remaining rental fee is due prior to the rental date and must be paid before rental. Cancellations must be made at least fourteen days prior to the reservation date to receive a refund of the security deposit and/or rental fee.
2. I, , understand that my group, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

and I will abide by all the rules and regulations. In the event that any damage occurs on the premises, I understand that I/we are monetarily responsible for that damage. I also understand that any losses or damage of personal items belonging to my guests or me will not be the responsibility of the Town of White.

1. All rental fees and deposits must be paid during regular Town of White Office hours (8:00 A.M. to 4:00 P.M. - Monday thru Friday). Full payment must be made prior to event. NO PAYMENT - NO RENTAL.
2. Renters are only permitted to access the building on date and time of rental indicated above. If set up/take down is needed the day prior or after your scheduled event, the renter must pay the 2 day or 3 day fee to access the building for additional days needed.
3. All dances require a policeman or constable at the expense of the renter.
4. All applicants shall furnish HOST LIABILITY INSURANCE COVERAGE and a PROPERLY EXECUTED LIQUOR PERMIT where required as a rider to their INSURANCE POLICY.
5. NO KEGS OF BEER allowed inside the building. No smoking permitted in the building at any time.
6. No long distance phone calls are allowed. Any such calls during the time of the rental period will be charged to the applicant.
7. The building must be vacated by 11:00 pm.
8. The beach, playground, picnic tables and out door picnic shelters are open to the public and are not included in this rental.
9. **The building must be thoroughly cleaned up**. The refrigerator, stove, tables, counters, and sink must be cleansed, and the floor must be swept in all areas that have been used, and mopped if food or liquor has spilled. Also sweep the floors in the BATHROOMS and check to see if they need extra care.

\*You will be charged a $75 cleaning fee if not cleaned properly\*

1. Tables and chairs must be properly placed back in the storeroom and no furniture is to be removed from the building. Please wipe off chairs if food or drink has been spilled. (Lift tables and chairs, don’t slide across floor.)
2. The Pavilion Grounds MUST be cleaned of any debris.
3. All garbage must be properly bagged and placed in the dumpsters; **dumpster key is located in the pavilion on a red lanyard.**
4. Check to make sure all lights are turned off and all windows and doors are secured and locked.
5. **The Town of White will inspect the premises the next day or as soon as possible to determine if everything is in order prior to the next rental. If there is any damage to the building or grounds or the building is not cleaned to satisfactory, the renter will be charged a $75 cleaning fee and/or will be responsible for damages.**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSPECTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_