

HAMILTON TOWN HALL

Rental Agreement

Name _____

Address _____

Type of Event _____

Date of Event _____ Contact Person & Phone # _____

GUIDELINES –

- A key to the building will be available for pick up at the Hamilton Town Hall the business day prior to your event if your event falls on the weekend. If you event is scheduled Monday –Friday the key will be available the day of your event during our business hours from 8am-4pm. Please return the key back to the Town Hall office the first business day following your event or you may put it in the drop box.
- The maximum capacity for the facility is 110
- Per Town Ordinance 130.01 NO alcohol is allowed on the premises
- The facility is \$65.00 for individuals or groups that reside or meet in Hamilton. All out of Town guests will be charged \$100.00 for the facility.
- Not for Profit organizations and local boards and groups will not be charged to use the building for meeting purposes; however, a deposit is still required. The rental fee for the facility (\$65.00) **will** be charged for any not-for-profit activity that charges a fee to attend or participate.
- A separate payment of \$75.00 will act as a refundable deposit. It will be refunded as long as the key is returned and there are no damages or cleaning required.
- Total amount owed is due upon receipt of the application. Checks are payable to the Town of Hamilton – PO Box 249 – Hamilton, IN 46742
- Depending on the day of your request, times and availability may fluctuate. Please call the Town Hall for scheduling details.
- Please call the Clerk Treasurer’s office at the Town Hall if you have any questions about the agreement, facilities, amenities or payments. 260.488.3607

Print _____

Sign _____

Date _____

By signing this agreement, I understand the Town of Hamilton is not responsible for any accidents that may occur while you are renting the Facility.

CLEANING

- All trash must be disposed of in the outside bins. Please plan to supply additional garbage bags in case your needs exceed what supplies are available.
- Decorations must be removed and tables/chairs wiped down and put away.
- Spills must be cleaned up as much as possible with the supplies provided
- Please wipe down the kitchen and make sure everything is put away in the same manner it was found.
- Clean up outside area for trash and cigarette butts that were not there prior to your event
- No tape on the ceiling
- Turn off all lights
- Make sure all doors are locked

We will supply the following

- 1 trash bag for each trash can provided to replace the ones used
- All Purpose Cleaner
- 1 roll of Paper Towels
- Restrooms will be fully stocked