

**PINE LAKE TOWN HALL RENTAL AGREEMENT**

This agreement is made between the Town of Pine Lake and \_\_\_\_\_  
For use of the town hall on \_\_\_\_\_. Type of party/event \_\_\_\_\_.

It is understood by renter:

- 1. Fire doors and lanes are not to be blocked. All expenses and/or cost of damages to remove cars will be the renter's responsibility.
- 2. When finished:
  - a. All floors must be swept and mopped.
  - b. Kitchen shall be left clean and all items put back in place.
  - c. Garbage is to be removed. What you carry in, you take out.
  - d. Chairs and tables must be put back on storage carts.
- 3 Renter will be held responsible for any damages to the premises or equipment and the expense of collecting those damages.
- 4. The Town of Pine Lake is not responsible for any property left on the town hall premises.

- 1. Decorating:
  - a. No tacks will be used on any hall ceilings or walls
  - b. All decorations must be taken down after the event
- 2. A cash deposit \$\_\_\_\_\_ must be given to hold the hall for the above date. The town will retain this amount in case of a no show.
- 3. The deposit of \$\_\_\_\_\_ will be held until the key is returned, garbage removed, and inspection completed. Deposit will be mailed to you or can be picked up by the renter. All or part of the deposit may be used by the town to pay for damages or clean up costs.

I HAVE READ AND AGREE WITH THE ABOVE CONDITIONS OF RENTAL.  
DEPOSIT OF \$\_\_\_\_\_ HAS BEEN PAID WITH CHECK #\_\_\_\_\_ CASH \_\_\_\_\_  
FEE OF \$\_\_\_\_\_ HAS BEEN PAID WITH CHECK #\_\_\_\_\_ DATED \_\_\_\_\_  
CASH \_\_\_\_\_

\_\_\_\_\_ Renter \_\_\_\_\_  
Town Representative  
\_\_\_\_\_ Address  
\_\_\_\_\_ Phone Number