

Hall Rental Agreement

Town of Industry
1033 Industry Road
Industry, Maine 04938

Renter _____ Rental Date _____

Address _____

Phone _____ Type of Function _____

Balance Due \$ _____

Terms & Conditions

Security Deposit – A security deposit of \$100.00 is required for **all** rentals. The security deposit must be received in order for your rental date to be reserved. After the return of the key and a satisfactory inspection of the building by a town official, the security deposit will be returned to the renter. It is understood that any damage to the building that exceeds the security deposit, the renter will be responsible for the balance due. If the hall is not properly cleaned and requires additional hours by the Town’s custodian, a fee will be withheld from the security deposit.

Rental Charge – The cost of the hall rental is \$100.00 (plus security deposit). Industry residents holding a family event are allowed one free rental per year, per household. Requests for additional free rentals for Industry residents must be approved by the Board of Selectmen.

Alcohol Use - No alcohol is allowed on the premises, unless it is being provided by a licensee of the State of Maine. A copy of the liquor license will be required. In which case, the caterer MUST submit a copy of the liquor license to the Town Office PRIOR to the date of event. If alcohol is present during the renter’s event without a liquor license, the Town of Industry will no longer allow future rentals by the renter and will not return the security deposit.

Decorations - No push pins, staples, nails, etc. are to be used on the walls or ceiling. Please only use tape that will not damage the walls. **Caution** should be used in regards to helium balloons. As a safe measure please turn off the ceiling fans if helium balloons are present to avoid the risk of the balloon strings becoming tangled in the fans and damaging them.

Clean-up - It is the responsibility of the renter for the removal and disposal of all trash. Trash is not to be disposed of in the Town’s dumpster or the recycling bins. At the completion of the event the building must be left in the same condition as it was when it was turned over the renter, inside and out. If it is

not properly cleaned and requires additional hours by the Town's custodian the fee will be withheld from the security deposit. Clean-up needs to be completed by noon of the day following the event, unless the hall is rented. Please plan accordingly if next day access for clean-up is not available. Please leave up two of the longer tables and 4 – 6 chairs, and return the thermostat to 63 degrees.

Smoking – **No** smoking is allowed inside the Town Hall and at least 20 feet from the entrance way.

Key – The total balance due must be paid in full prior to receiving the key. The key may be picked up at the Town Office during office hours the week of the rental date. After your event please deposit the key into the Town's drop box.

Occupancy - The maximum number of people to be using the town hall for this event must be less than 126.

General Use - The renter must be present at all times during the event. The Town of Industry has the right to inspect at any time during the event.

The event must end by 1 a.m. of the next day of the event.

The office chairs that are located in the back room are **not** to be used. These are for board meetings only.

Please do not prop the doors open, use the windows for fresh air. Propping the door open causes damage to the auto closures and allows insects into the building.

Do not use the items in the kitchen or on the shelves in the back room that are marked belonging to the Industry Community Kitchen (ICK).

Video Surveillance – Surveillance cameras are in place to monitor the interior and exterior of the Town Hall and its surroundings against theft and vandalism. Any attempt at disabling, redirecting or obscuring the cameras is prohibited and will result in full forfeiture of the security deposit and may result in immediate termination of current and future hall rentals. Any violation of this agreement that is discovered on the video surveillance will also result in the loss of the security deposit and forfeit the right to any future rentals.

I understand the above terms and conditions and agree to abide by them. I also understand that if I do not abide by the terms of this agreement, I risk losing my security deposit and forfeit the right to any future rentals.

X _____ Date _____