

RENTAL AGREEMENT - BAY CITY AD MONTGOMERY COMMUNITY HALL

Renter's Name: _____ Date of Rental: _____
Daytime Phone: _____ Type of Event: _____
Address: _____ Estimated Number of People to Attend: _____
Alcohol* Yes / No
Rental Fee: _____ Cleaning Deposit: _____

- 1) Please bring your own soap, towels and garbage bags.
- 2) Sinks, counter tops and appliances including the coffee pots, microwave, stove and refrigerator shall be left in clean condition. Please do not put food items down the sink.
- 3) Stove burners, oven lights and heaters shall be turned off. Turn **only** the heaters off or on by using the identified red circuit breakers. **DO NOT** turn off any other circuit breakers.
- 4) It is the renter's responsibility to set up tables and chairs and return them to the storage racks after use. **Table tops shall be cleaned before returning to storage racks.**
Please do not block the door in the table/chair storage area.
- 5) The floors shall be swept and mopped after each event for food and liquid spills, including the restrooms. Use only hot water and bleach. **Do Not Use Fragrant Cleaners.**
- 6) Please bring your own containers for trash and refuse. **It is the renter's responsibility to haul the trash away.**
- 7) Cans, bottles, cigarette butts, or other litter shall not be discarded outside the building.
- 8) **Loud or boisterous behavior which might disturb nearby residents is an ordinance violation.**
- 9) Unless prior arrangements have been made with City Hall, the hall must be cleaned up immediately after the event.
- 10) With the exception of the cleaning crew, the hall **must** be vacated by 1:00 a.m.
- 11) All windows shall be closed and doors locked upon leaving the hall.
- 12) There shall be **NO PARKING** in front of the Fire Department as marked.
- 13) All renters must provide proof of liability insurance in the amount of not less than \$1,000,000 for the person/group hosting the event, covering the date(s) of the event.
- 14) There is a required \$150.00 security deposit which is refundable provided the above conditions have been met. Failure to comply with any of the above conditions could result in partial or complete loss of deposit.

The renter is responsible for the cost of any damages to the hall or equipment. If these damages exceed the cleaning deposit, the renter shall pay the balance owing within 30 days of being billed by the City. If the City incurs attorneys fees in collecting the sums owed, the renter shall be responsible for paying the City's attorneys fees and costs in recovering the damages, in addition to the damage repair cost.

Please note: The City reserves the right to require the renter to provide security as designated by the City at renter's expense.

Signature of Renter: _____ Date: _____

_____ # keys were issued. _____ # keys were returned. Date: _____

Refund of Security Deposit Received by: _____ Date: _____