



**AGREEMENT**

**FOR RENTAL AND USE OF PARIS TOWN HALL**

The undersigned, requests the use of the Paris Town Hall and agrees to the following:

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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

**EVENT:** \_\_\_\_\_ **EVENT DATE:** \_\_\_/\_\_\_/\_\_\_ **& TIME: From** \_\_\_\_\_ **to** \_\_\_\_\_

**ADDITIONAL CHAIRS? Y N QTY** \_\_\_\_\_ **TABLES? QTY** \_\_\_\_\_

**Chairs available = 125**

**Tables available: 8' = 16 6' - 4 4' = 2**

- 1) The rental fee is \$50.00 for each day plus a security deposit of \$100.00.
- 2) No alcoholic beverages brought in to or consumed on the premises.
- 3) No smoking allowed on Government Property.
- 4) Decorations for the event should not be attached or taped to walls or hung from ceilings.
- 5) Per fire codes, you may not block extinguisher or doors.
- 6) Exterior doors should not be propped or left open.
- 7) All tables and chairs should be returned to their original place in the hall.
- 8) All garbage and recyclables, including the outside of the building, should be collected and deposited in the corresponding dumpster. **PLEASE NOTE: NO PLASTIC GARBAGE BAGS ALLOWED IN RECYCLING DUMPSTER. Recyclables must be emptied out of plastic garbage bag, before depositing in the dumpster.**
- 9) The facilities, including kitchen and bathrooms, should be cleaned and closed by 11:00 pm.
- 10) Enter through the south entrance only. All parking should be on the south side of the building. No parking on the north side of building.
- 11) The Town Board may in its discretion, change or amend the terms and conditions under which the facility is to be rented and may deny any application for any good cause.
- 12) The undersigned shall be responsible for any and all damage to the building, furniture, equipment and any other Town property incurred at this event.
- 13) The use of the Town Hall is limited to the hall, kitchen facilities, appliances, hallway and bathrooms. It does not include the offices, meeting room or any part of the building occupied by the fire department.
- 14) The security deposit should be returned after the Clerk has inspected the premises and determined that they are in the same condition as prior to the use of the facilities.

**RESIDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

office use only

Rental and deposit received Date: \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Initials \_\_\_\_\_

Purple Orange Green Keys Returned: \_\_\_\_\_ Initials \_\_\_\_\_

Security Deposit returned on \_\_\_/\_\_\_/\_\_\_ Initials \_\_\_\_\_