

EAST BARNARD COMMUNITY CLUB
RENTAL TERMS AND AGREEMENT

The hall is available for rental between the hours of 8 am and 11 pm.

Contract and Payment: Checks payable to East Barnard Community Club. Rental fee-\$150. In addition, a refundable deposit of \$100 is required to ensure that the building is left clean and orderly. Payment SHALL be made at the time the hall rental agreement is signed.

NO SMOKING or open flame (candles, etc.) is allowed in the building.

Use of Kitchen: The kitchen may be used during your function. All utensils, dishes, bowls and kitchen items must be left cleaned and in their original location. The kitchen must be left cleaned and organized. Grease and other debris shall NOT be emptied in the drain NOR emptied on the hall property NOR in the brook. **Please make sure that your caterer is aware of this.**

Alcoholic beverages: No alcoholic beverages shall be served unless you have hired a licensed caterer who has obtained a site license. The East Barnard Community Club requires a copy of this license before your event.

The East Barnard Community Club is not responsible for any damages (personal or property) related to the rental of the Community Hall.

The renter is responsible of **all costs** to repair any damage to the Community Club property.

Decorations: The renter can arrange tables and chairs. Please do not drag any item across our wood floors. Please refrain from causing damage to the walls and ceilings by use of nails, tacks or tape. "Adhesive putty" is the only thing that may be used to attach decorations.

Please be considerate of neighbors of the hall in activities and noise level.

Conclusion of Rental: Upon leaving the premises please sweep the floors and clean any spills. The bathroom must be left clean, waste basket emptied. The renter is responsible for the removal of all decorations, garbage, etc. from the property. Be sure to check the entire building for personal belongings. Leave the key on the kitchen counter and close the doors. Your deposit SHALL be returned to you via U.S. mail, pending review of the conditions of the premises.

Renter's Name _____

Person in charge _____

Renter's Signature _____

Telephone _____

Mailing address: _____

Rental Date(s) _____

Rental Time(s) _____

Date checklist and premise reviewed _____

Date deposit returned _____

Reason If deposit is retained _____