

TOWN HALL RENTAL AGREEMENT

1. Renter. The renter must be a resident of the Town of Newton.
2. Rental Area. Town Hall and restrooms.
3. Payment. Two installments of money in the amount of \$100.00 and \$50.00 will accompany the application.
4. Cancellation. If applicant cancels agreement within twenty-four hours of rental period, the Town will retain \$50.00. The remaining \$100.00 will be refunded to the applicant.
5. Parking. There is adequate parking on the West end of the Town Hall. **At no time will there be parking allowed in front of any of the emergency vehicle doors on the South side of the building. The Town reserves the right to tow any vehicles that are parked in this area.**
6. Cleaning. The renter is responsible for cleaning the premises upon completion of the use, leaving the Town Hall in broom-clean condition. All tables and chairs must be folded and put back into the chair racks. After it is determined that the Town Hall was left in broom-clean condition, \$100.00 will be returned to the renter.
7. Rejection. The Town Board reserves the right to reject any applicant.
8. Beverages. Only lawful use of fermented malt beverages and controlled substances is allowed on the premises. No alcohol sales or exchanges for value are allowed without a license issued from the Town. The Town accepts no responsibility for the effects of alcohol or other drug use by the renter, its members, guests, or attendees.
9. Hours of Operation. Renter may have access no earlier than 8:00 A.M. and must vacate the premises before Midnight of that same day.
10. Decorations. No decorations that will leave any visible damage will be allowed. Tape may be used if all tape is cleaned up from the surface used. There will be no decorations allowed on the ceiling unless permission is granted specifically by the Town Board.
11. Noise. Noise must be limited as to comply with all ordinances set by the governing bodies in control.
12. Complaint. Upon receipt of any complaint by legal authority, the Town reserves the right to clear the premises of anyone they deem appropriate.
13. Waiver. Renter understands that use of the Town Hall is at renter's risk. The Town does not provide consistent supervision, though a Town official may enter the premises to check the site as a condition of this lease during, shortly before, or soon after an event. Condition of the premises is not guaranteed, and renter is expected to provide maintenance during the event so as to prevent or correct any hazard that may arise
14. Smoking. There will be absolutely no smoking allowed in the building.

Dated _____

Town Official or Designated Person

Renter or Contact Person

APPLICATION FOR USE OF TOWN OF NEWTON TOWN HALL

Name of User Group: _____

Responsible Individual: _____

Address: _____

Telephone Number: _____

Date of Use: _____

Time of Use: _____ M. To _____ M.

Estimated Number in Group: _____

Type of Function: _____ Business Meeting; _____ Social Gathering; _____ Other;
Explain: _____

Deposit of \$ _____ attached.

Other: _____

The undersigned, on behalf of the above named group, hereby applies for use of the Town Hall, subject to the terms and conditions of the Town of Newton Ordinance and all other applicable regulations.

Dated this _____ day of _____

Renter

APPROVAL

The above application is approved. Receipt of deposit of \$ _____ is acknowledged. Acceptable evidence of insurance is acknowledged.

Dated this _____ day of _____

Town of Newton

By: _____