

**DENTON TOWNSHIP MUNICIPAL BUILDING**

**HALL RENTAL APPLICATION**

Renter Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm Number of People: \_\_\_\_\_ (Capacity 80 persons)

Please check one: \_\_\_\_\_ Township Resident \_\_\_\_\_ Non Resident \_\_\_\_\_ Funeral

\_\_\_\_\_ Business \_\_\_\_\_ Organization/Agency

Name of Organization/Business/Agency: \_\_\_\_\_

**HALL RENTAL RATES**

**RENTAL FEE**

**SECURITY DEPOSIT**

Residents	\$ 50.00	\$25.00
Non-residents	\$100.00	\$25.00
Non-profit organizations	- 0 -	
Governmental agencies	- 0 -	
Funeral use (for Denton Township plot owner)	\$25.00 cleaning fee	

Clubs/organizations/Groups (per month)	\$15.00 for one time \$25.00 for two \$40.00 for three or more
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Township Employees                      One (1) rental each calendar year at no cost will be permitted if the assistance of a township associate is not required for entry/exit and cleanup. This benefit is for employee use only and is not transferable.

Holiday Rentals                              Hall rentals that occur on Township recognized holidays may require additional fees if an employee is needed to assist with set up, clean up or maintenance. Fees would cover the total payment to the employee for the specified workload.

Renter is liable for all damages which occur while the hall is rented in his/her name. The renter understands that if damages exceed the amount of the deposit, he/she is liable for the additional expenses required to return the hall to original condition.

Trestle Park will not be held in reserve. Use of the park is on a first come - first serve basis.

**PLEASE DO NOT ASSUME YOU CAN GO IN EARLY TO DECORATE FOR YOUR EVENT. THESE REQUESTS MUST BE PREAPPROVED BY THE TOWNSHIP OFFICE.**

**KEY POSSESSION REQUIREMENTS:**

The renter is responsible for the key once you have possession of it. **DO NOT** loan the key out to anyone. If you do not return the hall key after your event, you will lose your security deposit. If you need to have someone else bring the key back, you must notify us before they come in with the key. (You may leave a voice mail message on either the Treasurer or Deputy Treasurer's voice mail after hours).

Keys will be provided to the renter no earlier than twenty-four (24) hours prior to the rental date. **Renter must pick up the key from the Township office between the hours of 8am-4pm, Monday through Friday. Weekend renters must pick up the key before 4:00pm on Friday.** Keys are to be returned to the Township no later than twenty-four (24) hours following the close of event or, for weekend renters, by 4:00pm on the Monday following rental.

**RULES AND CLEANING REQUIREMENTS OF RENTAL:**

1. 'Resident' is defined as an individual living in Denton Township or owning property within Denton Township. Residents may only rent the hall for his/her own use or for his/her child, parent or grandparent.
2. You must be 18 years of age or older to rent the Township hall.
3. Rental date cannot be held without a security deposit. Cancellation of the rental agreement is subject to loss of deposit.
4. The hall **WILL NOT** be rented to minors or where a cover or entrance fee is charged.
5. **Alcoholic beverages are NOT permitted in the Township Hall, Building, and/or surrounding property. Smoking is NOT permitted inside the building.**
6. Minors are to be supervised by an adult at all times.
7. Hall capacity is 80 persons. The Fire and/or Police Departments may make inspections during rentals. If violations of applicable ordinances or laws occur and the building must be vacated, all rental fees and security deposit shall be forfeited.
8. Do not hang anything from the fans or chandeliers.
9. Do not use staples, tacks or duct tape. You may use masking tape, but all tape must be removed after using the hall. Remove all decorations.
10. Turn off all lights, including bathroom lights and exhaust fans. Make sure stove & oven are turned off!
11. Wipe off tables before restacking them. Restack chairs. Sweep floors, clean kitchen and Bathrooms, including sinks & toilets. Bring your own cleaning supplies & garbage bags.
12. Make sure all doors are locked, **DOUBLE CHECK BEFORE YOU LEAVE.**
13. Do not leave food in refrigerator or freezer.
14. Remove all garbage from building. A dumpster is available at the Denton Township Mobile Home & Trailer Park for disposal.
15. **PLEASE DO NOT SCOOT OR DRAG CHAIRS AND TABLES ACROSS THE FLOOR.**

**CLEANING REQUIREMENTS:**

The renter shall be liable and responsible for all janitorial, maintenance and cleaning personnel necessary to prepare the premises for the scheduled activity and necessary to restore the same to equal or better condition than prior thereto immediately following such activity. The deposit may be retained in whole or in part if facility is not left as it was rented.

**CERTIFICATE OF INSURANCE REQUIREMENTS:**

The renter at the renter's sole expense shall procure and maintain bodily injury, including death and property damage insurance when requested.

**INDEMNIFICATION AGREEMENT:**

**Lessor** agrees to defend, indemnify and hold harmless the Township of Denton from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from the Township of Denton by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of experience caused in whole or in part by the negligence of **Lessee** or by third parties, or by the agents, servants, employees or factors of any of them.

*Denton Township reserves the right to accept or reject any or all applications.*

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE TERMS OF THIS AGREEMENT.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Denton Township Representative

\_\_\_\_\_  
Date