

# TOWN OF MINONG HALL PERMIT

Name of person or persons renting the hall: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### COST

Deposit required - \$100.00  
Hall Rental - \$50.00/day

### \*EVERYONE WILL PAY RENTAL FEE\*

Date of use: \_\_\_\_\_

Will event be open to public: YES\_\_\_ NO\_\_\_

Time of use: \_\_\_\_\_

Approximate # of persons attending \_\_\_\_\_

Type of use: \_\_\_\_\_

Security deposit: \$ \_\_\_\_\_

Use fee: \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Will Alcohol be served: YES\_\_\_ NO\_\_\_

Name of Bouncer: \_\_\_\_\_

**The key can be picked up at the Town office Monday - Thursday prior to the event during office hours 8am to 3pm. (Typically the day before)**

### Rules for use of the Hall & Pavilion

1. The Town Hall shall not be permitted to remain open between 1:00 AM and 8:00 AM.
2. The Hall & Pavilion must be cleaned and scrubbed after use, and garbage removed from the building and Premises.
3. Any damages shall be the responsibility of the party renting and using the Hall. The party renting the Hall shall be liable for cleaning and damages. Renter will be billed for any/all damages incurred over the cost of the security deposit. Security deposit will be returned if the Hall and Pavilion are clean and no damages are found.
4. Decorations may be placed on the windows, doors and bulletin board only. ABSOLUTELY no thumb tacks or tape on the walls or ceilings.
5. **\*A BOUNCER IS REQUIRED WHEN ANY ALCOHOL IS SERVED\*** A bouncer must be someone that is approved by our Town Constable. A list of names can be obtained in the Town Hall Office. The wage is determined by the bouncer and is to be paid by the renter directly to the bouncer.
6. The party renting the Hall shall be liable for all damages and injuries, if any, resulting from the use of the Hall or as a result of any event held in the Town Hall, whether or not the said damages or injuries occur on or off the Town premises rented by said party. Furthermore, the renting party shall hold the Town of Minong harmless from any liability and indemnify that the Town of Minong may incur or for any costs associated with defending any claim resulting thereof.
7. The Hall must be returned to the way it was set-up before the renting occurred. **Failure to do so will result in the security deposit not returned.**

Renting party's signature \_\_\_\_\_

**REMINDER CHECKLIST FOR RENTER**

- Restrooms Clean
- Kitchen Clean
- All Floors Swept/Mopped (Kitchen, Restrooms, Hallway and Hall)
- Pavilion Cleaned/Swept/Rinsed
- Garbage Picked Up/Removed inside and outside of building (including parking lot and lawn)
- Tables and Chairs returned to Pre-Rental set up (see diagram of bulletin board)

**DEPOSIT KEY IN THE DROP BOX ON SOUTH SIDE OF BUILDING AS YOU LEAVE – DOOR TO THE PAVILION**

TO BE COMPLETED BY CLEANING/MAINTENANCE INSPECTOR

**TO THE TOWN CLERK:**

I HAVE EXAMINED THE MINONG TOWN HALL AFTER THE FOLLOWING EVENT

\_\_\_\_\_

AND HAVE FOUND THE FOLLOWING THINGS LEFT UNDONE:

\_\_\_\_\_

\_\_\_\_\_

OR HAVE FOUND THE FOLLOWING DAMAGES:

\_\_\_\_\_

Amount of Security Deposit to be returned: \$ \_\_\_\_\_

Amount of Damages incurred over the Deposit Amount: \$ \_\_\_\_\_

Has key been returned to Town of Minong Yes \_\_\_\_\_ No \_\_\_\_\_

Hall inspected by: \_\_\_\_\_ DATE \_\_\_\_\_