

Conesville Community Building Rental Contract

Name: _____

Date of Event: _____

Phone: _____

Type of Event: _____

Address: _____

I agree to the following terms and conditions for renting the Conesville Community Building

1. Rental fee is \$100 to be paid prior to the event.
2. Rental damage deposit is an additional \$100 to be paid prior to the event. (if the building is clean and undamaged, a check will be issued to you after the event)
3. No smoking or alcohol is allowed in the building or outside on city property.
4. No animals are allowed in the building.
5. No staples or tacks used on the walls for decorations. Tape or Command strips are acceptable but need to be cleaned off the wall after the event.
6. No decorations to be put on the mural.
7. You are responsible for setting up and taking down tables and chairs.
8. You must be out by midnight.
9. You will be given a code to enter the building.

Cleaning after your event:

- You are responsible for:
 - Sweeping and vacuuming
 - Wiping counters and tables
 - Cleaning any spills on floors immediately
 - Ensure bathrooms are clean
 - Empty all trash containers and place trash in outside bins
 - Take all pop cans or bottles for recycling with you.
- Leave wet cloths and towels draped over sink to dry.
- Place tables and chairs back to how you found them, unless otherwise asked by the City Clerk (sometimes another party is booked after you and tables and chairs can be left out)

Signed: _____

Date: _____

.....
City Clerk complete: \$100 Rental \$100 deposit Paid by: _____ Date: _____

Deposit Return Check # _____ Date: _____