



Council Chambers Rental Request

Today's Date: _____ Date Needed: _____

Name: _____ Time: _____

Address: _____ Phone #: _____

Purpose: _____

Space Needed: Full Room (90 Person Capacity) Front Half Back Half

Room Rental Policy:

- Rental Fee is \$50 per hour, and must be paid in advance
- **Rental Fee is Non-Refundable**
- Town meetings receive first priority
****Your meeting may be cancelled within 1 hour of your scheduled use**
- Cancelled reservations may be rescheduled for a later date
- No food or drinks will be allowed at any time, at any function
- Individuals or groups using this facility are responsible for any damage and/or missing items
- Room key may be picked up at Town Hall 24 hours in advance of scheduled use
- Room must be locked and key should be left in the drop box after use of room

I have read, understand and agree to comply with the terms incorporated into the room rental policy.

Signature

Date

****Effective July 1, 2009, a \$25 refundable deposit is required at time of key pick-up. The \$25 will be refunded following inspection of the meeting space.**

Key Details

Issue Date: _____

Name: _____

Phone #: _____

Key#: _____

Key Returned: _____

Payment Info

Date Paid: _____

Ck# or Cash: _____

\$25 Deposit Details

Paid: Check/Cash

Date Refunded: _____