

**TOWN OF HAWTHORNE
TOWN HALL RENTAL AGREEMENT
Town Janitor: Lois Moss 218-591-2148 / 715-374-3275**

Town Residents

\$50.00 Clean Up/Damage Deposit – Refundable upon clear inspection after event

\$25.00 Rental Fee

\$75.00 Due at time of reservation

Out of Town Residents

\$50.00 Clean UP/Damage Deposit – Refundable upon clear Inspection after event.

\$50.00 Rental Fee

\$100.00 Due at Time of reservation

Group/organization/individual _____

Responsible Person _____

Description of Event _____

Address _____

Phone Number _____ Approx # of persons attending event _____

Date of requested use _____ Time in _____ Time Out _____

It is agreed and understood that no consumption of alcohol will be allowed in or around the town hall.

The group, organization, or individual requesting occupancy hereby agrees to indemnify and hold harmless the Town of Hawthorne for any claims, demands, damages, and causes of action of every kind and nature which accrue or have their inception of origin during the aforementioned group's occupancy of the Town Hall.

The Hawthorne Town Hall is a smoke-free building

*Please note: The cleanup/damage deposit will be refunded to the lessee assuming these items have been attended to:

- ➔ Cleanup is required within 24 hours unless arrangements are made with the Town designee.
- ➔ All tables and chairs must be returned to the storage area.
- ➔ No decorations are to be hung on the walls or ceiling at any time.
- ➔ All posters, placemats, table cloths, utensils, plates, cups, bottles, and the like, have been cleared and disposed of properly. All garbage is to be bagged and will be taken out by the town employee.
- ➔ All personal items and surplus items have been removed from the premises.
- ➔ No damage to the structure or the contents, beyond normal wear and tear has occurred.

This building cannot be left open or unattended at any time. A Town designee will check the building to determine if the cleanup is satisfactory and if the deposit is too returned.

Signature _____

Date _____