

**CONTRACT FOR RENTING
TOWN OF SHERMAN TOWN HALL OR PAVILLION**

I, THE UNDERSIGNED AGREE TO THESE RULES FOR THE RENTAL OF THE TOWN HALL OR PAVILION.

1. I will pick up the key from a designated person on the day of the event, and return by noon of the next day, unless other arrangements are made with the Town Clerk or Town Chairman.
2. I will be responsible for all damages, even those in excess of the deposit made, to the building, furniture, appliances, or other items in or around the building.
3. I will clean all areas affected by my event, including restrooms, kitchen facilities, and surrounding outdoor areas. Cleaning supplies are available.
4. If I choose not to do the cleaning myself, an additional cleaning charge will need to be paid prior to the event.
5. I will provide my own dish cloths, dish towels, and potholders.
6. I will be responsible for tables and chairs, putting them away if needed, and any damage that could result from abuse of the furniture.
7. I will properly dispose of the garbage generated from the event. This includes all trash, paper and recyclable items.
8. No smoking is allowed in the building. No sale of alcoholic beverages without proper licenses and permits. It is my responsibility to prohibit the sale or service of alcohol to minors.
9. All events are to end by midnight.
10. I will meet with a designated person in advance of the event to review these rules and to become familiar with the facilities and items available for my use.

Fees for rental of the hall or pavilion shall be _____ plus a deposit of _____, for private events, payable at the time of contract. (Fees may be waived for sanctioned Town of Sherman non-profit organizations at the discretion of the town board) If there are damages in excess of the _____ deposit, you will be held liable for those. The deposit will be refunded to you, providing there are no damages, after the premises have been inspected by a member of the town board following the event. If housekeeping needs to be done after your event, the cost of cleaning will be deducted from the deposit.

Large events (10 or more vendors), or events held with an admission fee, or items being sold for personal/business gain, may have an additional fee of _____ (at the discretion of the town board).

I understand that the use of the Town of Sherman hall/pavilion is voluntary and that I am using it for my benefit only. I agree that my use of this facility is undertaken at my own risk and that the Town of Sherman will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town, its agents or employees, from any such claims, injuries or damages of whatever nature arising out of or connected with my use of these facilities. I also agree to reimburse the Town of Sherman for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Town of Sherman hall/pavilion.

Signature of Renter/Representative _____
Address/Phone _____
Town Representative _____ Date _____