

**Glen Vowell Community Member Hall Rental Agreement Form**

This Agreement is made and entered on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

For the rent of the Glen Vowell community hall on this date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_

The purpose of the rental rate is Free for Community Band Members
Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Free Rental of the Community hall is subject to the following:

Set Up and arrange Hall prior to your event. Tables and Chairs will be made available. Please put them back where you find them.

* Must supply all supplies & utensils required for your event.
* Coffee & Tea Urn will be on the kitchen counter. You are responsible for bring your own coffee, tea and supplies.
* The Kitchen Fridge immediately inside the hall entrance is available for storage of food etc
* After Event is done the kitchen is to be cleaned and left as you found it.
* Tables are to be wiped off and placed on trolley provided. Chairs are to be stacked (10) high.
* Floors or Mats to be swept off & damp mopped
* Collect & dispose of garbage & recyclables in the green and blue bins outside.

Signatories

For the Band\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_

For the renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_