

TOWN OF MINONG HALL PERMIT

Name of person or persons renting the hall: _____

Address: _____

Phone #: _____

Email: _____

COST

Deposit required - \$100.00
Hall Rental - \$50.00/day

EVERYONE WILL PAY RENTAL FEE

Date of use: _____

Will event be open to public: YES___ NO___

Time of use: _____

Approximate # of persons attending _____

Type of use: _____

Security deposit: \$ _____

Use fee: \$ _____

Date Received _____

Will Alcohol be served: YES___ NO___

Name of Bouncer: _____

The key can be picked up at the Town office Monday - Thursday prior to the event during office hours 8am to 3pm. (Typically the day before)

Rules for use of the Hall & Pavilion

1. The Town Hall shall not be permitted to remain open between 2:00 AM and 6:00 AM.
2. The Hall & Pavilion must be **cleaned and scrubbed/mopped** after use, and garbage removed from the building and Premises.
3. Any damages shall be the responsibility of the party renting and using the Hall. The party renting the Hall shall be liable for cleaning and damages. Renter will be billed for any/all damages incurred over the cost of the security deposit. Security deposit will be returned if the Hall and Pavilion are clean and no damages are found.
4. Decorations may be placed on the windows, doors and bulletin board only. ABSOLUTELY no thumb tacks or tape on the walls or ceilings.
5. ***A BOUNCER IS REQUIRED WHEN ANY ALCOHOL IS SERVED*** A bouncer must be someone that is approved by the Town of Minong Police Department. A list of names can be obtained in the Town Hall Office. The wage is determined by the bouncer and is to be paid by the renter directly to the bouncer.
6. The party renting the Hall shall be liable for all damages and injuries, if any, resulting from the use of the Hall or as a result of any event held in the Town Hall, whether or not the said damages or injuries occur on or off the Town premises rented by said party. Furthermore, the renting party shall hold the Town of Minong harmless from any liability and indemnify that the Town of Minong may incur or for any costs associated with defending any claim resulting thereof.
7. The Hall must be returned to the way it was set-up before the renting occurred. **Failure to do so will result in the security deposit not returned.**

Renting party's signature _____

REMINDER CHECKLIST FOR RENTER

- Restrooms Clean

- Kitchen Clean

- All Floors Swept/Mopped (Kitchen, Restrooms, Hallway and Hall)

- Pavilion Cleaned/Swept/Rinsed

- Garbage Picked Up/Removed inside and outside of building (including parking lot and lawn)

- Tables and Chairs returned to Pre-Rental set up (see diagram of bulletin board)

DEPOSIT KEY IN THE DROP BOX IN THE ENTRY WAY AS YOU LEAVE

TO BE COMPLETED BY CLEANING/MAINTENANCE INSPECTOR

TO THE TOWN CLERK:

I HAVE EXAMINED THE MINONG TOWN HALL AFTER THE FOLLOWING EVENT

AND HAVE FOUND THE FOLLOWING THINGS LEFT UNDONE:

OR HAVE FOUND THE FOLLOWING DAMAGES:

Amount of Security Deposit to be returned: \$ _____

Amount of Damages incurred over the Deposit Amount: \$ _____

Has key been returned to Town of Minong Yes _____ No _____

Hall inspected by: _____ DATE _____