



**Townsend Community Room
Rental Agreement**

Rental Information

Type of Activity: _____, Estimated Attendance: _____

Date Requested: _____ Rental Time: _____, am/pm to _____, am/pm
Includes Set up / Clean up

Fee Schedule

Community Room and Kitchen Rental Rates

Townsend Residents & Property Owners	\$25/hr. with a \$50 minimum charge
Non-residents & Non-property Owners	\$40/hr. with a \$80 minimum charge
<i>Refundable Damage Deposit</i>	\$50/event
<i>Audio/Visual Equipment</i>	\$35/event

Rentals are only permitted M-F from 5 PM-10 PM and on the weekends from 9 AM-10 PM. A City of Townsend employee will be present at all events.

The facility is available without charge to local, nationally recognized 501c (3) non-profit outreach groups whose services benefit the entire community.

Reservation deposit (\$50) is due at the time of booking for all groups. The deposit is non-refundable for cancellations at the discretion of the Mayor and/or City Recorder.



Townsend Community Room Rental Agreement

Applicant Information

Name: _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

*****I have received a copy of the rental policies and procedures and agree to the conditions listed. *****

_____ / _____ / _____
 Signature Date

FOR OFFICE USE ONLY:		
Deposit Date:	Rental Fee:	
Cash / Check #	Balance Due:	Due by:
Copy of Rental Agreement given to Renter <input type="checkbox"/>	Date Paid:	Cash / Check #
Staff Initials:	Staff Initials:	
Deposit Returned <input type="checkbox"/>	Date:	Staff Initials
Comments:		



Townsend Community Room Rental Policies

Applicant is responsible for all damage incurred to the facility during the rental. Pending no damage to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract, or a credit will be refunded to the credit card used to secure deposit. If damages exceed the deposit amount, renter will be billed.

Alcohol, smoking and/or tobacco products are not permitted anywhere inside the building

All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Townsend, nor their employees can be held responsible for any item left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.

All chairs and tables provided by the facility must remain in the building.

Occupancy of the rental area later than stated in the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 10:00 PM.

Access to administrative offices is not permitted and doors to the administrative areas will be locked after business hours.

Room Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservations will be secured.

Decorations CANNOT be:

- **Pinned**
- **Taped (ONLY blue painter's tape is acceptable)**
- **Otherwise affixed to the walls, ceilings, windows or tables.**
- **DO NOT put any substances on floor to improve dancing, such as: Baby powder, floor wax, or any other substance**
- **Use of candles is prohibited.**



Townsend Community Room Rental Policies

In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Townsend Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.

I/We _____ agree to defend, indemnify and hold harmless the City of Townsend, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Townsend by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract. By entering into this agreement, the City does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

_____	____/____/____
Signature	Date