



OFFICE USE ONLY
Deposit Paid: _____
Receipt #: _____

TOWN OF STEADY BROOK

RESIDENT TOWN HALL RENTAL AGREEMENT

This agreement is between the Steady Brook Town Council and

NAME: _____ **GROUP:** _____

MAILING ADDRESS: _____ **PHONE #** _____

_____ **POSTAL CODE:** _____

to rent the TOWN HALL for the purpose of: _____

on _____ from _____ AM / PM to _____ AM / PM.

The LEASEE will be responsible for cleaning the premises and for any damage, or shortages, incurred while the hall is in their control. The LEASEE must also ensure that proper supervision is always carried out. The security deposit will be refunded if no damages or shortages are incurred and the Town Hall has been cleaned SATISFACTORILY. The LEASEE is responsible for cleaning washrooms, washing all floors, restacking all tables and chairs, turning down the thermostat, closing all windows and doors, removal of decorations, ribbons, and balloons. The Town Office **MUST** be notified of any garbage left for pickup. Nails, thumb tacks or picture hooks are **not permitted** to be used on the walls.

Please Note:

- There is **NO COST** to residents to use the Town Hall but a damage deposit (**\$50.00 refundable**) shall be paid before use of hall. Deposit may be waived by board for non-profit organizations or community events as per Councils discretion. This deposit will be returned to the Leasee once the hall is returned to the condition it was found.
- Once the deposit is paid the requested time and date will be held. If the deposit is not paid the hall will be available of other uses.
- Keys to the hall **MUST** be picked up before 4:00pm Monday – Thursday or (12:00) on Friday.
- Bookings can be done at the Town office, by phone at 709-634—7601, or by email at townclerk@steadybrook.com
- This use is for personal use only, please use a *Commercial Town Hall Agreement* if using for a Home Business or for commercial purposes.

It is agreed that the deposit will be PAID IN ADVANCE to hold the requested time and date.

SIGNATURES:

Town Official

Leasee