**REUNION HALL RENTAL FORM**

Please complete the following information for the rental of the ReUnion Hall.

***Type of Event:***

1. Dance – with alcohol d. School Event g. Private Party - no alcohol
2. Dance – no alcohol e. Government Event - Elections h. Private Party – with alcohol
3. Fundraiser f. Non-Profit/Tax Exempt Organization i. Auction

j. OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Date of Event:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Time of Event:*** Start \_\_\_\_\_\_\_\_\_\_\_AM/PM End\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM

***Contact Information:***

Name of Responsible Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Responsible Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FEES:***

***Building Rental***

\_\_\_\_\_\_\_\_ $250 Private Party Rental

\_\_\_\_\_\_\_\_ $50 Government/Non-Profit Rental

***Police:***

Will alcohol be included at the event? \_\_\_\_\_\_ Yes (will require Police Services) \_\_\_\_\_No

\_\_\_\_\_\_\_\_ $50/hour for Police presentation at dance

\_\_\_\_\_\_\_\_ No fee as the event is not a dance

***Cleaning Services:***

\_\_\_\_\_\_\_\_ $350 Full Cleaning Services

\_\_\_\_\_\_\_\_ $250 Partial Cleaning Services (Renter is responsible for picking up all garbage and bringing to dumpster, taking down and putting away all tables and chairs, dump exterior ashtrays, and sweep up exterior debris).

\_\_\_\_\_\_\_\_ $150 Floor Fee – (Renter is responsible for picking up all garbage and bringing to dumpster, taking down and putting away all tables and chairs, dump exterior ashtrays, sweep exterior debris, disinfect/clean kitchen area, and disinfect/clean all bathrooms to the satisfaction of the City).

***Please note: Cleaning services will be charged unless the City received donation notification in writing by Salveson’s Floor Care.***

***Garbage Services :***

\_\_\_\_\_\_\_\_ $25 fee for garbage disposal

***Please note: Garbage Disposal will be charged unless the City received donation notification in writing by John’s Sanitary.***

***TOTAL FEE CHARGED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$200 damage deposit Paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remaining Fees must be paid prior to event Paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Does Renter have insurance for this event?*** \_\_\_\_\_Yes (please provide certificate of insurance)

\_\_\_\_\_ No

**By signing below, I understand that I am fully responsible for any damages that occur during my event and will hold the City of Silver Bay harmless for any liability that occurs during my event. I also understand that should additional cleaning services be required, the City of Silver Bay will invoice me at the address listed above and I will promptly pay, within 7 business days of receipt of the invoice, for those services rendered.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Renter*** ***Date signed***

*Office Checklist Only:*

\_\_\_\_\_\_\_ Form Completed and Signed

\_\_\_\_\_\_\_ Damage Deposit Collected

\_\_\_\_\_\_\_ Remaining Fees collected prior to event

\_\_\_\_\_\_\_ Notified Police Department of Event

\_\_\_\_\_\_\_ Notified Cleaning Services of Event

\_\_\_\_\_\_\_ Notified Garbage Collection Services of Event

\_\_\_\_\_\_\_ Front Entry Window Cleaning, if needed ($20/occurrence)

\_\_\_\_\_\_\_ After event walkthrough completed by Liquor Store Manager to satisfaction

Any additional charges? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date invoiced for those charges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved 1/5/2022