

REUNION HALL RENTAL FORM

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

Type of Event:

- a. Dance – with alcohol
- b. Dance – no alcohol
- c. Fundraiser
- d. School Event
- e. Government Event - Elections
- f. Non-Profit/Tax Exempt Organization
- g. Private Party - no alcohol
- h. Private Party – with alcohol
- 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:

- _____ \$450 Full Cleaning Services
- _____ \$325 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).
- _____ \$250 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 Salvesson'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: _____