REUNION HALL RENTAL FORM

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

Type of Event:

a. Dance – with alcohol	d. School Event	g. Private Party - no alcohol
b. Dance – no alcohol	e. Government Event - Elections	h. Private Party – with alcohol
c. 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:

_____ $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).

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