

RISINGSUN COMMUNITY PARK BUILDING RENTAL AGREEMENT

PHONE 419-457-4435 (T,W,TH, 8-5)

Maintenance # 419-308-8358

RATE: \$75.00 DEPOSIT + \$150.00 RENTAL = \$225.00 (\$75.00 DEPOSIT WILL BE RETURNED AFTER PAYMENTS ARE APPROVED BY COUNCIL THE 4TH TUESDAY OF EVERY MONTH)

Date of Reservation:				Office Use: Key #: <i>Key can be returned thru slot in police door or in person at the hall.</i>
Name:				
Address:				
Phone:				
Type of Function:		Wedding: Rate is \$300.00		
Hours of Reservation:		Number of guests:		

Deposit:

	\$75.00	Check # Cash	Returned Date: <i>3wks to return</i>	
Will this deposit be a rollover for another date or ongoing date?		Yes	No	Date of next rental:

*****YOUR RENTAL IS ONLY GOOD FOR THE DAY YOU RESERVED*****

(ENTER THE BUILDING ONLY ON THE MORNING OF YOUR EVENT! NO SETTING UP PRIOR TO YOUR RESERVATION DATE)
**PARK BUILDING IS TO BE VACATED BY 1:15 A.M.
 TAKING ALL YOUR ITEMS WITH YOU.**

ANY ITEMS LEFT IN THE BUILDING WILL BE DISPOSED OF THE NEXT DAY!

The renter agrees to leave the building clean (how you found it). Trash bags provided for this purpose.
 A dumpster is provided for you to deposit these trash bags in (located in parking lot).

The renter agrees to return all tables and chairs to their original positions before vacating the building. **PLEASE DO NOT SIT ON TABLES!** The Risingsun Community Park building is a **non-smoking facility.** **Please observe this rule.**

THE RENTER, NOT THE VILLAGE OF RISINGSUN, IS RESPONSIBLE WHEN ALCOHOL IS ON THE PREMISES.

THE RENTER MUST PROVIDE PROOF OF A HOMEOWNER'S INSURANCE LIABILITY COVERAGE/RIDER TO HAVE ALCOHOL ON THE PREMISES. IF A POLICY IS NOT PROVIDED ALCOHOL IS PROHIBITED!

Alcohol?:	Yes	No	Policy on file:	Policy #:
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THE RULES AND REGULATIONS ENDUM, PROVIDED TO THE RENTER, ARE A LEGAL PART OF THIS AGREEMENT. ANY VIOLATION THEREOF SHALL BE CONSIDERED A BREACH OF THIS AGREEMENT.

PLEASE RETURN ONE COPY OF THIS AGREEMENT WITH DEPOSIT TO ABOVE ADDRESS WITHIN 10 DAYS TO RESERVE THIS DATE.

***** A cleaning/damage deposit of \$75.00 is required. Deposit is due when the reservation is confirmed. Please allow up to 3 weeks for the deposit to be returned. *****

The rental fee **must be paid in full** before receiving a key to the building. This payment may be submitted by mail or in person at the town hall, Tuesday thru Thursday, 8-12 and 1-5. Make all checks payable to **Risingsun Community Park.** There will be a **\$35.00 NSF check charge on all returned checks.**

Send deposit to: Village of Risingsun, P.O. Box 37, Risingsun, OH 43457

Except for unforeseen circumstances, there will be no refund of deposit without at least 30 days notice of cancellation.

The renter agrees to pay for all damages to the building or replace tangible property belonging to the Risingsun Community Park building, if any should occur during the renter's occupancy.

SIGNATURE OF RENTER _____

KEY MUST BE PICKED UP AT THE TOWN HALL TUESDAY THRU THURSDAY, THE WEEK BEFORE THE RESERVATION, BETWEEN 8-12 AND 1-5.