

Caledonia Town Hall

Renter Information:

Name: _____ Group Name: _____

Address: _____

Phone # : _____

Date of Rental: _____ Time: _____ - _____
Start End

Description of Activity: _____

Deposit:	\$ 50.00	Please use separate Checks for Deposit & Rental Fee
Rental Fee:		
<i>Half Day</i>	\$ 40.00	
<i>Full Day (>6hrs)</i>	\$ 50.00	
	\$ _____	
Total Due: (<i>Deposit + Rental Fee</i>)		
(Check(s) payable to Town of Caledonia)	\$ _____	Date Due: _____

<i>Office Use Only</i>		
Date Recieved: _____	Deposit Refund Date: _____	
Amount Recieved: \$ _____	Deposit Refund Amount: \$ _____	chk# _____

Rental Agreement

Renter agrees to the following terms and conditions.

The deposit and rent are required 14 days prior to the rental date to confirm this reservation.

If Renter cancels rental reservation at least 14 days before the reservation date the deposit and rental fee will be fully refunded. If Renter cancels this reservation within 14 days of the reservation date all of the deposit and 1/2 of the rental fee will be refunded.

After the rental, the deposit will be refunded if inspection shows that there has been no loss of or physical damage to Township property and that the property has been properly cleaned (refer to clean-up check list). Clean-up Check List must be completed and signed and left at the Town Hall.

If inspection shows that the property has been loss or damaged the deposit will be used in whole or in part to repair or replace damaged property.

If inspection shows the property was not properly cleaned, as determined by the sole discession of the Town Board, \$ 10.00 per labor hour plus cleaning supply costs ,to properly clean the property, will be withheld from the deposit refund.

If the deposit does not cover the cost to repair or replace damaged property and or to clean the property properly at the rates listed above the person signing this agreement agrees to be personally liable for all such costs in excess of the deposit. In addition the person signing this agreement agrees to personally reimburse the Township actual and reasonable expenses, including attorney fees, the Township may incur in enforcing this agreement.

Renter agrees to hold Township harmless for any damages or expenses Renter may incur as a result of errors , omissions or conflicts in scheduling for the use of the Town Hall which result in the Renter not being able to use the property with short or no notice to the Renter.

Renter Signature

Date

Township Representative Date