

TOWN OF HILES

TOWN HALL USE CONTRACT AND POLICY

The fees for the use of the Hiles Town Hall are as follows:

PRIVATE PARTIES:

1-49 PEOPLE \$50.00

OVER 49 PEOPLE \$200.00

All contracts must be signed and at least half of the cost submitted to the town clerk prior to the event it is needed BEFORE the hall will be reserved for them. If in the event you decide to cancel, it must be done at least two weeks before the actual need. The key can be picked up at the clerks home at which time full payment will be needed.

If the hall is found in satisfactory condition by the Town Board and the key is returned to the clerk, half of the cost will be refunded to you at the next town board meeting.

The following are a list of the towns hall use policy:

1. NO SMOKING IN ANY PART OF THE BUILDING.
2. ALL LIGHTS AND APPLIANCES SHALL BE TURNED OFF
3. HEAT SHOULD BE TURNED DOWN TO (50-55 DEGREES)
4. FLOORS ARE TO BE SWEEPED AND MOPPED
5. ALL GARBAGE AND RECYCLING ITEMS REMOVED FROM THE PROPERTY THIS INCLUDES ANY GARBAGE OUTSIDE
6. ALL TABLES AND CHAIRS TAKEN DOWN & PLACED IN CADDIES
7. NO TAPE TO BE USED ON WALLS OR CEILING THERE ARE HOOKS FOR USE ON THE CEILING AND TAPE CAN BE USED ON WINDOWS AND TRIM ALL DECORATIONS ARE TO BE REMOVE
8. BUILDING IS TO BE LOCKED AND KEY RETURNED ASAP
9. REPORT ANY DAMAGE TO A TOWN OFFICIAL AS SOON AS POSSIBLE. YOU WILL BE HELD RESPONSIBLE FOR THE COST OF REPAIRS OR REPLACEMENT OF ANY/ALL TOWN PROPERTY THAT IS DAMAGED

DATE: \_\_\_\_\_

GROUP/NAME \_\_\_\_\_

I, (we)the undersigned, as contact person(s) for the group using the Hiles Town Building understand and agree that the town shall bear no liability risk as the result of such use by this group and guests. We, the undersigned, also understand that we may purchase insurance to cover any risk injury and liability. Further, we, the undersigned, also acknowledge that we are responsible for the facility maintenance immediately before, during and immediately after the event. No sale of alcoholic beverages is permitted without a license, and no illegal activity will occur at the site. FINALLY, we the undersigned, agree to defend against any such related claim(s) made against the town as a result of our group event. We also agree to notify the town immediately upon discovery of any known structural defect to the facility and/or equipment or injury to any person in attendance.

Signature(s) \_\_\_\_\_ AMOUNT \_\_\_\_\_