

Rules for Hall Rentals

1. A deposit of \$200. must be paid when booking the date within 10 days of “penciling in date” or date will be forfeited. Deposit will be returned after 7 days, only after all rules have been followed, building passes inspection (inspection for cleanliness and damage to building), and the key is returned to the office.
2. Proof of Insurance must be in office before key will be given for event. No insurance—extra fee of \$100 will be added on to rental fee.
3. All events must be closed down by 1:00 a.m. This is a city ordinance. You may clean up after the 1:00 a.m. time, but event must be closed down.
4. A few days before event, please call and let us know how many tables and chairs are needed so they will be in the hall when you are ready to set up. If more tables and chairs are needed and we need to send someone in to take care of this matter, an extra charge could occur. Hall Rentals include seating for 350. If you need more a charge may be applied.
5. If having alcohol (whether you are serving it or they bring in their own) at your function, you must have security arranged thru us at a cost of additional \$60.00. We will set up security with our group.
6. The building must be cleaned before leaving. This includes sweeping floors; mopping up spills, putting trash in trash bin outside the building. Trash bags will be provided. Tables and chairs should be cleaned and stacked against the wall, the way in which you found them.
7. Air condition is included in the rental price, if you need air conditioning, please be sure to call the office so it will be turned on.
8. If you need assistance during the event for maintenance, you may call Martin at 419-552-6192, Harold the President of the fair board, at 419-552-6168.
9. If any of these rules are broken, or police are called for problems while the building is being rented by you, you will forfeit your deposit.
10. Deposit will be returned, only after all the above rules have been followed, and the key is returned to the office.

Signed this _____ day of _____, 20__.

Print _____

Signed _____