

CHESTER TOWNSHIP
HALL RENTAL AGREEMENT

CHARGES: ½ MEETING DAY RENTAL \$50.00 FULL DAY MTG. RENTAL \$75.00
PARTY RENTAL: TOWNSHIP TAXPAYER FEE \$100.00
NON-TAXPAYER FEE \$175.00

CARETAKER FEE: \$25.00

MAXIMUM CAPACITY IS: 75 PEOPLE

DAMAGE DEPOSIT: \$100.00 (Write a separate check for this amount made out to Chester Twp. This check will be held until after the event is over and hall is inspected by caretaker to check for damage or anything missing from the hall. If everything is okay, then your check will be voided.

RENTAL CHECK: Please make out this check to CHESTER TOWNSHIP for the correct amount including the caretaker fee.

Verification of taxpayer status will be made by township official.

The caretaker will meet you at the hall to give you the key one day prior to your rental. The hall key must be returned to the caretaker by 2:00 p.m. the day following the rental. A charge of \$5.00 per day will be made if key is not returned.

HOLD HARMLESS FORM and RENTAL AGREEMENT must be filled out and submitted with rental and damage deposit checks prior to rental date.

NO ALCOHOL ALLOWED ON THE PREMISES. NO SMOKING AND NO DECORATIONS ALLOWED ON ANY WALLS. YOU MAY HANG DECORATIONS FROM THE CEILING AND TAPE CAN ONLY BE USED ON THE WINDOWS.

NO tables or chairs can be taken outside. Any debris from your rental that ends up outside must be picked up and removed from the premises along with your trash from inside after the rental.

Chester Township will not supply any plates, cups, napkins or utensils. Cleaning supplies will be provided. The building is to be left the way you found it. Please clean and vacuum and remove your trash. Please return all extra tables and chairs that were used to the back room. Please put tables and chairs in the main room back in the positions where they were.

The coffeepots must remain inside the kitchen with spout turned inside of the kitchen so NO coffee drips on the carpet.

The furnace thermostat is to be lowered to 55 degrees when rental is over. Please notify the caretaker that the hall is ready for an inspection. Full refunds are returned if there is a cancellation notice given one week prior to the rental.

Date Needed for Rental _____

I do agree to all the above rental conditions: _____

Dated: _____ Address _____

Payment Amt. Received _____ Phone# _____

Chester Twp. Official _____ Phone# _____ Date _____