

TOWN OF NAUVOO
COMMUNITY CENTER
RENTAL AGREEMENT

1) DEPOSIT FEE: \$50.00

RENTAL FEE: Kitchen, dining hall, restroom – four hour minimum - **\$100.00**

Each additional hour - **\$20.00 per hour**

*** RENTAL TIMES ON HOLIDAYS: 10AM – 2PM OR 3PM – 7PM**

- 2) The \$50.00 deposit is due within ten days of making a reservation.** Remainder of rental fee must be paid 2 weeks prior to the scheduled rental. Deposit and rental fee are payable via cash, money order, or personal check. The \$50.00 deposit will be refunded after the date of the rental assuming all stipulations listed below are followed by the renter.

*** Failure to follow the rules listed below will result in a forfeiture of the deposit money.**

- 3) Rental is for the kitchen, dining hall, and restrooms only. The building must be cleaned and vacated by 10:00 pm.
- 4) Absolutely no smoking, alcohol, drugs, or firearms allowed on the premises. Smoking is allowed outdoors only and cigarette butts must be picked up.
- 5) Should you choose to move tables and/or chairs, their placement should at no time block any exit door.
- 6) All tables and chairs must be returned to their original positions in the room.
- 7) All tables should be wiped with a wet cloth.
- 8) The kitchen, dining hall, and the restrooms must be swept and mopped.
- 9) All kitchen countertops must be cleaned.
- 10) All trash must be removed from the building and placed in the dumpster by the fire department. Do not leave bags of trash in the building or food/drinks in the refrigerator. New trash bags should be placed in all trash cans. Bags will be hanging on the refrigerator.
- 11) Bring your own foil, wraps, bags, take-out boxes, etc.
- 12) Cleaning supplies are located in the lower left cabinet next to the kitchen sink.
- 13) **Failure to properly clean the building will result in forfeiture of the \$50.00 deposit.**
- 14) **A copy of the renter's drivers license is required for rental.**

* Table cloths are not furnished. If you would like to bring your own table cloths there are three 54" x 108" oblong tables and three 70" round tables.

FOR OPENING AND CLOSING PLEASE CONTACT:

DENICE PERRY (205) 697-5140 or (205) 931-1870

DEBORAH BARTON (205) 302-4896

**SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR RENTAL, PLEASE
CONTACT THE TOWN HALL AT 205-697-5890**

THE TOWN OF NAUVOO ASSUMES NO RESPONSIBILITY FOR ACCIDENTS/INJURIES WHICH OCCUR ON THE PREMISE. RENTERS AND GUESTS ASSUME ALL LIABILITY FOR ANY AND ALL ACCIDENTS/INJURIES.

Due to the fact that other events may be scheduled before or after your event, it is imperative that all rules be followed.

I hereby state that I understand and will abide by the rules set forth by the Nauvoo Town Council.

By signing below, I understand and agree that I will be responsible for all charges incurred by the Town of Nauvoo in the event a professional cleaner/contractor must be hired to clean/repair the Community Center due to the negligence of myself or my guests on the date of rental.

RENTER SIGNATURE

PHONE NUMBER

RENTER'S PRINTED NAME

RENTER'S MAILING ADDRESS

TO BE COMPLETED BY RENTER:

Date of Event: _____

Time of Event: _____

OFFICE USE ONLY:

Date Deposit Paid: _____

Date Rent Paid: _____

Date Refund Issued: _____

Amount of Refund: _____

Receipt #: _____