

Industry Town Hall Rental Agreement

Renter Name: _____ Contact Number: _____

Renter Address: _____

Rental Date: _____ Type of Function: _____

This agreement is made by and between the above-named person(s), hereinafter referred to as the “Renter” and the **Town of Industry**. Both parties agree to the following terms and conditions:

Terms & Conditions

Reservations

A signed rental agreement and a **\$100.00 security deposit** are required before a rental date will be reserved. The security deposit will be returned following a satisfactory inspection of the facility and the return of the key.

The renter will be held responsible for damages, losses, or additional expenses that exceed the security deposit.

Rental Charges

A **\$100.00 security deposit** is required for all rentals. The hall rental fee is **\$100.00**, in addition to the security deposit.

Industry residents are eligible for **one complimentary rental per household, each calendar year** when hosting a family event. Any requests for additional no-charge rentals must be reviewed and approved by the Select Board.

Key

It is the Renter’s responsibility to obtain the key during office hours (Tuesdays, Wednesdays, & Thursdays 12:00 PM to 6:00 PM) during the week of their scheduled rental.

If special arrangements are requested to obtain the key outside normal office hours, the renter will forfeit the security deposit.

After the event, the key must be returned either by placing it in the Town’s drop box or returning it to the office during regular business hours.

Alcohol Policy

No alcohol is allowed on the premises unless it is being provided by a **State of Maine licensed caterer**. The caterer **must** submit a copy of their liquor license to the Town Office **before the date of the event**.

If alcohol is found on the premises without proper licensing, the Town of Industry will:

- Withhold the security deposit, and
- Prohibit the renter from any future rentals.

Smoking Policy

No smoking is allowed inside the Town Hall or within **20 feet of the entranceway**.

Video Surveillance

Surveillance cameras are in place to monitor the interior and exterior of the Town Hall and its surrounding areas for theft and vandalism. Tampering with or obscuring cameras is strictly prohibited.

General Use

The renter must be present at all times during the event. The Town of Industry has the right to inspect at any time during the event.

The rental agreement includes use of the hall, kitchen, tables, and folding chairs. The office chairs located in the storage room **may not** to be used under any circumstances.

Maximum occupancy

- With tables & chairs – 122 people
- Without tables & chairs – 262 people.

Please do not prop the doors open. Use the windows for fresh air. Propping doors open damages the automatic door closures and allows insects into the building.

Set-up may occur the day before the rental **only if the hall is not already reserved**. The event must end by 2:00 a.m. on the day following the event.

Decorations

Do not use push pins, glue dots, staples, nails, or any similar items on the walls or ceiling. Only use tape that will not damage surfaces.

Caution- If helium balloons are used, please turn off the ceiling fans to prevent damage.

Clean-up

This is a carry-in, carry-out facility. The renter is responsible for removing and properly disposing of all trash.

The facility must be left in the same condition as it was provided to the renter. If the space is not properly cleaned and additional time is required by the Town's custodian, the cost of that time will be deducted from the security deposit.

Please return the thermostat setting to **60 degrees** before leaving.

Agreement

I understand the above terms and conditions and agree to abide by them. I understand that failure to comply may result in forfeiture of my security deposit and loss of future rental privileges.

X _____
Renter Date

X _____
Town of Industry Date