



## Industry Town Hall

1033 Industry Road, Industry, Maine 04938

Phone: 207-778-5050 Fax: 207-778-5502

Email: [townofindustry@gmail.com](mailto:townofindustry@gmail.com) Web: [www.townofindustry.com](http://www.townofindustry.com)

## Town Hall Rental Agreement

### Renter Information

Name of Organization or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

### Deposit & Rental Fees

A signed rental agreement and a **refundable security deposit of \$150.00** are required to reserve the rental date. 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 any damages, losses, or additional expenses that exceed the security deposit. The renter assumes responsibility for all damages and injuries and agrees to hold the Town of Industry harmless.

### Rental Fees (separate payment required):

- Industry Residents: **\$50.00**
- Non-Residents: **\$250.00**

### Key Pickup & Return

It is the renter's responsibility to obtain the key during normal office hours (**Tuesdays, Wednesdays, and Thursdays, 12:00 PM–6:00 PM**) during the week of the 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 by placing it in the Town's drop box or returning it to the office during regular business hours.

### Rental Terms & Conditions

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

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

Industry residents may not rent the hall on behalf of a friend or family member to receive the resident rate.

### Capacity

- With tables and chairs: **122 people**
- Without tables and chairs: **262 people**

### Facility Use Rules

- Do not prop doors open. Use windows for fresh air. Propping doors open damages 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**.
- Events must end by **12:00 a.m.** on the day of the event.
- Fire exits must remain unobstructed at all times.

### Decorations

- Do not use push pins, glue dots, staples, nails, or similar items on walls or ceilings.
- Use only tape that will not damage surfaces.
- **Caution:** If helium balloons are used, ceiling fans must be turned off to prevent damage.

### Cleaning & Utilities

- This is a **carry-in, carry-out** facility. All trash must be removed and properly disposed of by the renter.
- The facility must be left in the same condition as it was provided.
- If additional cleaning time is required by the Town's custodian, the cost will be deducted from the security deposit.
- Please return the thermostat setting to **60 degrees** before leaving.

### Alcohol & Smoking Policy

Alcohol is **not permitted** on the premises unless provided by a **State of Maine licensed caterer**. A copy of the caterer's liquor license must be submitted to the Town Office prior to 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 future rentals.

**The Town Hall is a tobacco-free facility.** Smoking and the use of tobacco products are prohibited **inside the building and anywhere on the premises**.

### Video Surveillance

Surveillance cameras monitor the interior and exterior of the Town Hall and surrounding areas for theft and vandalism. Tampering with or obstructing cameras is strictly prohibited.

---

### Agreement

Please initial each item below to acknowledge understanding and compliance:

\_\_\_\_\_ I have read and understand all rental terms and conditions.

\_\_\_\_\_ I understand the security deposit and rental fee requirements.

\_\_\_\_\_ I understand the key pickup and return policy and office hours.

\_\_\_\_\_ I understand the alcohol and smoking policies.

\_\_\_\_\_ I understand that failure to comply may result in forfeiture of the security deposit and loss of future rental privileges.

By signing below, I agree to abide by all terms and conditions of this rental agreement.

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town of Industry Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_