

Town of Industry  
1033 Industry Rd, Industry, ME 04938  
Office: (207) 778-5050 Fax: (207) 778-5502  
www.townofindustry.com

## 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 “renter(s)” and the Town of Industry. Both parties agree to the following terms and conditions.

### Terms & Conditions

Reservations – A signed rental agreement and security deposit of \$100 must be submitted before a rental date will be reserved. deposit will be returned pending a satisfactory inspection of facilities and the return of the key. The renter will be liable to the town of industry for damages, loss, or other additional expenses over the deposit amount.

Rental Charge – The hall rental fee is \$100.00 (plus a security deposit). Industry residents will be allowed one rental each year, per household at no charge when holding a family event. Requests for additional rentals at no charge for Industry residents must be approved by the Select Board.

Key – It is the Renter’s responsibility to obtain the key during normal office hours the week of their rental date. No last-minute arrangements will be made to obtain the key. After your event, you may deposit the key into the Town’s drop box or return it to the office during office hours.

General Use - The renter must be present at all times during the event. The rental agreement includes the use of the hall, kitchen, tables, and metal folding chairs. The office chairs that are located in the storage room are **NOT** to be used. 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 the door open causes damage to the auto closures and allows insects into the building.

**No alcohol is allowed on the premises unless it is being provided by a State of Maine licensed caterer. In this case, the caterer MUST submit a copy of the liquor license to the Town Office BEFORE the date of the event. If alcohol is found to be present without a liquor license, the Town of Industry will no longer allow future rentals by the renter and will not return the security deposit.**

**No smoking** is allowed inside the Town Hall and at least 20 feet from the entranceway.

Set-up may occur the day before the rental date if the hall is not being used. The event must end by 2 a.m. on the next day of the event. The Town of Industry has the right to inspect at any time during the event.

Decorations - No push pins, staples, nails, etc. are to be used on the walls or ceiling. Please only use tape that will not damage the walls. **Caution-** When helium balloons are used, please turn off the ceiling fans to avoid the risk of the balloon becoming tangled in the fans and damaging them.

Clean-up – This is a carry-in, carry-out facility, therefore it is the responsibility of the renter for the removal and disposal of all trash. After the event, the facilities must be left in the same condition as it was when it was turned over to the renter. If it is not properly cleaned and requires additional hours by the Town’s custodian the fee will be withheld from the security deposit. Please return the thermostat to 60 degrees.

Video Surveillance – Surveillance cameras are in place to monitor the interior and exterior of the Town Hall and its surroundings against theft and vandalism. Any tampering, or obscuring the cameras is prohibited. **I understand the above terms and conditions and agree to abide by them. I also understand that if I do not abide by the terms of this agreement, I risk losing my security deposit and forfeit the right to any future rentals.**

X \_\_\_\_\_  
Renter Date

X \_\_\_\_\_  
Town of Industry Date

Security Deposit received on \_\_\_\_\_ in the amount of \_\_\_\_\_.

Balance Due received on \_\_\_\_\_ in the amount of \_\_\_\_\_.