

Town of Industry  
1033 Industry Rd, Industry, ME 04938  
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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.

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 to the office during hours.

Security Deposit – After the return of the key and a satisfactory inspection of the building by a town official, the security deposit will be returned to the renter. If any breakage, damage, loss, or additional expenses are incurred and exceed the \$100 deposit, the undersigned agrees to reimburse the Town of Industry for the excess.

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 back room are **NOT** to be used. The maximum number of people to be using the town hall for this event must be less than 126.

Set-up may occur the day prior to 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.

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 licensee of the State of Maine. A copy of the liquor license will be required. In this case, the caterer MUST submit a copy of the liquor license to the Town Office PRIOR to the date of the event. If alcohol is present during the renter's event 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.

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** should be used in regard to helium balloons. As a safe measure please turn off the ceiling fans if helium balloons are present to avoid the risk of the balloon strings 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. Trash is not to be disposed of in the Town's dumpster. At the completion of the event, the building must be left in the same condition as it was when it was turned over to the renter, inside and out. If it is not properly cleaned and requires additional hours by the Town's custodian the fee will be withheld from the security deposit. Clean-up needs to be completed by noon of the day following the event unless the hall is rented. You will need to plan accordingly if next-day access for clean-up is not available. Please leave up two of the long tables and 4 – 6 chairs, and 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 attempt at disabling, redirecting, or obscuring the cameras is prohibited and will result in full forfeiture of the security deposit and may result in immediate termination of current and future hall rentals. Any violation of this agreement that is discovered on the video surveillance will also result in the loss of the security deposit and forfeit the right to any future rentals.

**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 \_\_\_\_\_.