

Rental Agreement

Danvers Township Community Room

898 N West St, Danvers IL 61732

If payment and contract are not received prior to 10 days of the rental date, the room will no longer be considered "booked" and your reservation will be cancelled.

This agreement is entered into by and between Danvers Township, herein after "The Township", and

_____ hereinafter "The Renter", to be used for the sole purpose of **Community Room Rental**.

NOW, THEREFORE, in consideration of the recitals contained herein, the mutual promises hereinafter made good and valuable consideration, IT IS AGREED AS FOLLOWS:

1. Renter shall have the right to use the Danvers Township Community Room on _____. **Please indicate the time you will need to have the building unlocked_____.** **(Do not leave this section blank.)** A representative will meet you there and explain "lock up" procedures, as you will be responsible for locking the building when you have finished your event. Be considerate that someone will be unlocking the building and needs to be able to plan and schedule their day accordingly. Last minute scheduling may result in the inability to find someone to unlock the building for you.
2. Renter shall pay the Township upon execution of the Rental Agreement the sum of \$_____ for the building rent and \$_____ for security deposit in **two separate checks payable to Danvers Township.** The check for the security deposit will be destroyed upon final inspection provided the building is clean according to the rules of use and has sustained no damage.

Mail to: Lori Merrick
PO Box 35
Danvers, Il 61732
3. The renter shall be responsible for the cleaning of the building and surrounding premises from use during the Rental Period. The renter will leave the building as they found it, returning tables and chairs to their original location. The Renter understands that failure to complete these tasks may result in forfeiting the security deposit.
4. The Renter shall be responsible for all damage to the building, the surrounding premises and the furniture contained therein by the Renter or guests of the Renter occurring during the rental period.
5. **Renters will not sell or permit the sale of alcoholic beverages in the Township building.** Renter may however permit the consumption of alcoholic beverages in the Township building but shall indemnify the Township for any damages assessed against the Township because of this consumption of such alcoholic beverages. This indemnification shall include the Township's expenses including reasonable attorney fees. **Renter shall provide proof of insurance** for coverage for any claims arising from the

consumption of such alcoholic beverages in the form of either a “certificate of insurance” under a homeowner’s policy or a “dram shop” policy acquired to cover the rental period.

6. Renter shall indemnify and hold the Township harmless from any claims or judgments from property damage or bodily injury (including death) which made or rendered against the Township because of an occurrence arising out of the use of the Township building by the Renter.

7. Renter shall monitor the conduct of guests to ensure the conduct does not damage the Township building or adjacent properties or otherwise disturb neighboring residents or farm property. You are responsible for and damage or vandalism caused by your guests. Security cameras are positioned on the outside of the building to monitor outdoor activity.

- **Do not attach anything to the walls, (no tape, tacks, nails, command hooks, scotch tape, masking tape or anything that you might think won't damage the walls, because it will.)**
- Ceiling tiles may not be removed for any reason. No running electrical cord or light cords are allowed above the ceiling tiles.
- **During heating season be sure to set the thermostat to 65 degrees. During cooling season set the thermostat to 85 degrees.**
- Turn off lights. (Leave ceiling fans on.)
- All tables and chairs must be clean of spills, sticky residue or food debris.
- **Garbage cans must be emptied, and all garbage should be tossed in the dumpster. (Including receptacles inside the stalls of the women's restrooms.) Liquid spillage in garbage cans should be cleaned out.**
- Sweep and mop the kitchen floor.
- **Clean the sink and counters.**
- Check the refrigerator for any food items left over.
- **Any used dish towels and cleaning rags may be left on the counter. (They will be picked up for cleaning).**
- Check bathrooms, emptying garbage and cleaning sink and counters.
- **Spot sweep the main floor and mop any spills. Sweep under tables.**
- Verify north “emergency” door is locked.
- **Release the door lock using the allen wrench from hook on wall next to door.**
- You are responsible for your guests. Please monitor the children so they are not in areas where road equipment and supplies are kept. (Rock and salt sheds are off limits).

We hereby consent to the terms and conditions of this Rental Agreement and agree to be bound by the same and I have read, understand and been provided with a copy of the rules of use. We suggest you make a copy of the agreement for your records.

RENTER _____ DATE _____

PHONE: _____

Please make a copy for your reference to cleaning rules.