

# Lower Level Community Center Agreement

Name: \_\_\_\_\_ Phone #'s \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Event: \_\_\_\_\_ # Of Attending \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_

Because the facility must be checked daily by staff prior to a rental, the room will not be available until 9AM on the date of the event.....**Rental is only for date of the event. No early admittance to the facility.**

	<b>Resident</b>	<b>Non-Resident</b>	<b>Facility holds up to 60 people</b>
Rental fee:	\$200.00	\$275.00	Date Paid: _____
Deposit:	\$200.00	\$200.00	Receipt # _____
Liquor Fee:	\$ 35.00	\$ 35.00	Check #/Cash _____
Total Paid	\$435.00	\$510.00	Event waived by _____

All checks made payable to **TRI-TOWNSHIP PARK DISTRICT**.

**Deposit checks not picked up within 30 days after the event will be shredded.**

**Contract needs to be signed and paid in full 30 days prior to the event date.**

Keys must be picked up at least 1-2 days prior to the rental by contacting Park Office by no later than 4:45pm, at 410 Wickliffe St, Troy, IL 618-667-6887. Failure to pick up keys will result in a \$25.00 fee.

**LOCK ALL DOORS PRIOR TO LEAVING FACILITY.**

**ALL TRI-TOWNSHIP PARK DISTRICT ORDINANCES AND THE FOLLOWING COMMUNITY CENTER RULES SHALL BE OBEYED. FAILURE TO OBEY WILL RESULT IN FORFEITURE OF YOUR DEPOSIT; FOR MAJOR DAMAGES, YOU WILL BE BILLED FOR RESTORATION IN ADDITION TO FORFEITURE OF YOUR DEPOSIT.**

1. Rice, confetti, glitter (stars, hearts, etc.) or birdseed shall not be used on the premises, either inside or outside of the building.
2. Any use of the Community Center other than what is stated on the contract.
3. No alcoholic beverages without a liquor permit.
4. NO SMOKING! The Community Center is a SMOKE FREE building.
5. Any and all Damages to equipment or the Facilities.
6. All activities must conclude by midnight.
7. No use of smoke machines
8. Removal of Center's decorations must be pre-approved and decorations must be replaced in exact location before leaving .
9. Main door must be locked when exiting the building after the event.
10. Chairs and tables from upper level cannot be taken downstairs without prior approval. If granted, the same number of tables and chairs must be restored to the upper level.
11. There should be no interference with upper level renter. They have their own set of rights and responsibilities. Consideration should be extended to their event also. Please be courteous.
12. No pets allowed in the building except service dogs.
13. No incense burning allowed in building

