

Village of Payson

Payson, Illinois 62360

(217) 656-3948

Town Hall Rental Contract

Thank you for your decision to rent the Payson Town Hall for your event on _____, 2012. The Village of Payson Town Hall has undergone recent renovations and we hope you enjoy the changes! The following are rules and guidelines for renting the Town Hall and keeping the facility in the condition it is in following the remodel:

- Leave the hall in the condition it was found.
- No Tape, Tacks or Staples are allowed on the Floor, Ceiling, or Walls!
- Tables and Chairs are provided for your use, but must be taken down and put away before you leave the facility.
- Sweep the floors before leaving, Broom and dustpan are provided.
- Turn all lights OFF before leaving including the bathroom lights. Make sure the Stove is OFF as well.
- No alcoholic beverages or smoking are allowed on the premises.
- Any long distance phone calls from town hall phone will be paid for by the renter, regardless of their knowledge to the use of the phone by their guests. The phone should be used only for emergencies.
- Toilets must be flushed before you leave.
- Doors and windows must be closed and locked upon your departure.
- Please do not allow your guests to miss use the property in the town hall. Damage to the hall, parking lot, materials and items in the hall will be your responsibility, and you will be charged for the cost of damages if any were to occur.
- Return Key Immediately following your event and departure of the Town Hall. Your Deposit will be returned to you once the post-rental inspection is complete and Town Hall is found to be in acceptable condition.

I have read the above list of rules and guidelines for renting the Village of Payson Town Hall and understand/agree to them.

Signature of Renter: _____ Date: _____

Printed Name: _____ Phone: _____

Date of Rental: _____ Time: _____

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Town Hall Inspected by: _____

Deposit Returned: _____