

Initial items below

NO GLITTER OR CONFETTI ALLOWED _____

NO ALCOHOL ALLOWED _____

NO ANIMALS ALLOWED _____

**** Deposit will be returned upon completion of the Checklist in Community Center, location in the kitchen**** _____

Below is an example of the Checklist.

CHECKLIST

1. Sweep
2. Wipe kitchen counters, fridge, and sink and remove your food from the fridge
3. Make sure restrooms are picked up, prop open the doors
4. Empty all garbage and take out-there is a dumpster on west side of Town Hall
5. Wipe down tables and chairs, and put them away
6. Pick up all trash outside

If the Checklist is not complete, deposit may be forfeited, and future rentals may be subject to denial.

	Deposit	Rate
Resident	\$150	\$125
Non-Resident	\$500	\$350

If there are damages, you may be liable for the cost of repairs.

I _____ have read and understood the statements above.
(Printed Name)

I _____ understand if the Checklist is not complete, my
(Printed Name)
deposit may not be returned.

Signature

Date

For Office Use:

Number of Guests: _____

Event Type: _____

Event Date: _____

Event Time: _____

Invite sent: _____