

**HALL PERMIT
TOWN OF MINONG**

Name of person or persons renting the hall: _____

Address: _____

Phone #: _____

COST

Deposit required -	\$100.00
Family Gatherings-	\$50.00
Non Profit Organizations -	No Charge (Deposit only)
Business & Commercial -	\$10.00 per hour

Date of use: _____

Will event be open to public: YES___ NO___

Time of use: _____

Approximate # of persons attending _____

Type of use: _____

Security deposit: \$ _____

Use fee: \$ _____

Date Received _____

The key can be picked up at the Town office Monday - Friday prior to the event during office hours 8am to 3pm.

Rules for use of the Hall & Pavillion

1. The Town Hall shall not be permitted to remain open between 1:00 AM and 8:00 AM.
2. The Hall must be cleaned and scrubbed after use, and garbage removed from the building and Premises.
3. Any damages shall be the responsibility of the party renting and using the Hall. The party renting the Hall shall be liable for cleaning and damages. Security deposit will be returned if the Hall is clean and no damages are found.
4. Decorations may be placed on the windows, doors and bulletin board only. ABSOLUTELY no thumb tacks or tape on the walls or ceilings.
5. **It is unlawful for any person to have opened or consume any fermented malt beverages, wine or intoxicating liquor in the Town Hall Building, however it can be served outside in the Pavilion and surrounding property until midnight. Serving of Alcohol must stop at midnight. Also a bouncer is required when any alcohol is served.**
6. The party renting the Hall shall be liable for all damages and injuries, if any, resulting from the use of the Hall or as a result of any event held in the Town Hall, whether or not the said damages or injuries occur on or off the Town premises rented by said party. Furthermore, the renting party shall hold the Town of Minong harmless from any liability and indemnify that the Town of Minong may incur or for any costs associated with defending any claim resulting thereof.

Renting party's signature _____

TO THE TOWN CLERK:

I HAVE EXAMINED THE MINONG TOWN HALL AFTER THE FOLLOWING EVENT

AND HAVE FOUND THE FOLLOWING THINGS LEFT UNDONE:

OR HAVE FOUND THE FOLLOWING DAMAGES:

Amount of Security deposit to be returned: \$ _____

Has key been returned to Town of Minong Yes _____ No _____

Hall inspected by: _____ DATE _____