

Rocky Ripple Facilities Request Form

Facility requested (circle one or both): Town Hall | Hohlt Park Pavilion

Date(s) and time(s) requested: _____

Number of hours facilities will be unavailable for use: _____

Event is (circle one) Public | Private | Quasi (Rocky Ripple group)

Name: _____ Rocky Ripple resident? Yes No

Address: _____ Phone: _____

E-mail address: _____

By signing this form (both sides) I acknowledge that ...

- I will leave the Town Hall/Hohlt Park Pavilion clean and presentable.
- At Hohlt Park, I will observe quiet at 10 p.m. and vacate the park by 11 p.m.
- I will make sure that:
 - the stove is off, the refrigerator is closed, the bathrooms are restocked with paper towels and toilet paper, the water is turned off, and that no food is sitting out in the kitchen area.
- I will secure all doors and windows.
- I will turn off the air conditioning in the summer and adjust the thermostat in the winter to 55 degrees.
- I will carry away any trash generated by my event.
- I will return the key to the Clerk/Treasurer.

Signature

Date

Drop off your check and form at the town hall in an envelope addressed to the Clerk/Treasurer. The full amount, deposit and payment, will be cashed and you will receive a check for the deposit amount if everything is left in good order.

For Clerk Treasurer use only

Was event listed on Town Calendar? Yes | No

Amount of deposit paid: \$

Amount of rent paid: \$

Was the deposit returned? Yes | No

Was the key returned? Yes | No

Date that rental agreement was completed and closed: _____



Legal Agreement for use of the Town Hall

Renter agrees to the following terms and conditions regarding the rental of the Rocky Ripple Town Hall.

1. Renter agrees to indemnify and hold Rocky Ripple harmless from any and all claims arising out of its use of the premises and its environs, including any injury to persons or property.
2. Renter agrees to comply with all town, county, state, and federal laws and regulations, including alcohol, health, noise, and other rules and regulations.
3. Renter agrees to return the premises in the same condition as when possession was taken, broom swept, and with all waste removed.
4. Renter agrees to be liable for any damage to the premises, regardless of the person who caused the damage, while Renter has possession of the premises. Renter agrees to pay for any damages, which includes charges for clean-up, within 10 days of notice of damages.
5. Renter shall not permit any alcoholic beverages on the premises unless served by a licensed and insured caterer. Renter shall provide proof that a caterer has been hired and the caterer’s license and insurer when submitting this agreement.
6. Renter agrees to be liable for all attorney’s fees incurred by Rocky Ripple in enforcing this agreement, including attorney’s fees incurred in defending claims arising from Renter’s use of the premises.

Rental costs for Town Hall

Private one-time events: \$30 per hour / two-hour minimum / \$50 advance deposit
Weekly events/meetings: \$20 per hour

Rental costs for Hohlt Park Pavilion

½ day: \$50 / \$50 advance deposit- there is an additional \$50/ day tent fee

Renter:

Name of Renter _____

Name of Group _____

Signature _____ Date _____

Address _____ Phone _____

Rental:

Date _____ Hours _____

Rent _____ Security Deposit _____

