

Chloride Chamber of Commerce
TOWN HALL RENTAL AGREEMENT

PO Box 268 · Chloride AZ 86431

RESERVATION DATE: _____ **EVENT:** _____

Complete the following information:

Renter's Name: _____ Organization Name (if any): _____

Email: _____ Chamber Member? Yes []

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

Type of Event: _____ Private Event [] Open to the Public []

Time of Event: _____ am / pm to _____ am / pm *(Include setup and cleanup time)*

Maximum # of Participants Expected: _____ *(Maximum of 70)*

RENTAL INFORMATION:

____ Chamber Member Nonprofit	Rental – N/C	Cleaning Deposit - \$35	
____ Chamber Member For Profit	Rental – \$40	Cleaning Deposit - \$35	
____ Non-Chamber Member Nonprofit	Rental – \$50	Cleaning Deposit - \$35	
____ Non-Chamber Member For Profit	Rental – \$100	Cleaning Deposit - \$100	TOTAL DUE: \$ _____

NOTES:

PLEASE READ:

Reservations will not be secured unless the above information is complete and accurate. The Administrator/Clerk or designee approves all rentals and determines any restrictions, additional fees or waiver of fees. Any person or group wishing to request to reserve the Town Hall must submit this completed contract form with appropriate fee and deposit to the Chamber. Requests will be accepted on a first come, first served basis. **CANCELLATION** — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than four (4) days prior to the reservation date. Cancellations after four (4) days prior to the reservation date will receive a refund of the full cleaning deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information truthfully to the best of my knowledge, read the above information, received a copy of the Rental Rules & Provisions, and will agree to all said rules, provisions, indemnification and hold harmless governing the use of the Town Hall.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Key Issued: _____

Date Reservation Made: _____ Date Key Issued: _____ Returned: _____

Amount Paid: _____ Deposit: _____ Deposit Returned: _____ Staff Initials: _____

Staff Initials: _____

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RENTAL RULES & PROVISIONS

The renter agrees to adhere to the following rental rules and provisions:

1. I will abide by all the rental rules.
2. I have agreed to pay the Chloride Chamber of Commerce the Rental Fee and Cleaning Deposit.
3. I agree to pick up the rental key the week of the rental between 8am and 4pm. Keys must be returned between 8am and 4pm and within two (2) business days after the rental. Failure to return the key will result in the loss of the security deposit and extra charges for rekeying the Town Hall.
4. I agree to be responsible for any damage to the facility's tables, chairs, bathroom and kitchen equipment or any other Town property occurring during my rental and will make the town aware of any damage that occurs.
5. The kitchen is Not a commercial kitchen and will not be used for cooking. Use of the refrigerator, coffee pots and utensils is allowed but must be cleaned and put back when finished. Crock pots, 'potlucks', and catered meals are allowed.
6. The tables & chairs must be put back onto the racks provided.
7. All cleaning materials and supplies must be brought in by the Renter for cleanup after usage. The Chamber will not provide cleaning materials (pails, mops, brooms, dish towels, soap, etc.)
8. The building will be inspected after each rental and the security deposit will be returned at the time the key is turned in to the Town Hall office as long as there is no damage to the building, equipment, excessive cleanup or any other violation of these rules.
9. Smoking is NOT allowed anywhere in the Town Hall building.
10. Alcohol is NOT allowed anywhere in the Town Hall Building or the Town Hall property.
11. No animals are allowed in the Town Hall.
12. The room must be left clean and neat when you leave. Bathrooms must be clean and in working order. Garbage must be removed from the premises.
13. When the Town Hall is vacated, make sure the doors are securely locked.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT:

The Renter agrees to indemnify and hold harmless the Chloride Chamber of Commerce, its members, officials, officers, agents or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations or use of the premises, except to the extent same are caused by negligence or misconduct of the Chloride Chamber of Commerce.

The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Chloride Chamber of Commerce, its members, officials, officers, agents or agents' employees, arising out of the conduct of Rental Date operations and/or use of the premises.

The Renter shall bear all other costs and expenses related thereto. The Chloride Chamber of Commerce shall have the right to approve any legal counsel selected to defend the Chloride Chamber of Commerce in such claim or alleged claim.

It is understood by the "Renter" that he/she is held personally liable and responsible for his/her attendees and for complying with the Rules & Regulations of this Rental Agreement.