**1835 TOWN HALL
USERS AGREEMENT**

**1 DAY EVENT**

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| RATES BASED ON 1 HOUR USE Minimum 3 hours:ROOM RENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_ x Rate \_\_\_\_\_\_\_\_\_\_\_\_\_ = Fee \_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

USER:

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Organization name)

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Event Starts:\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Event Ends:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **User’s Contact Person**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agreement: User shall indemnify, defend, and hold harmless the Town of Sterling, 1835 Committee, Recreation department and the Town of Sterling from any and all losses, cost and claims of any kind whatsoever arising from or incidental to User’s use of the 1835 Town Hall.

I agree to all Users Guidelines and payment agreements.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make checks payable to: The Town of Sterling**

**Mail to: 1835 Building Use, 1 Park Street, Sterling, Ma 01564**

**Payments**:

1. Security Deposit for all rentals is $50.00
2. Reservations cannot be held until the Security Deposit of $50.00 is provided to the Town of Sterling. Checks shall be made payable to the “Town of Sterling- Restoration Fund”. The check will be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. If there is no damage, loss, destruction, and the check list has been satisfactorily completed the security deposit check will be returned in full.
3. Payment in full of all use fees (including deposit) is due prior to the commencement of the event. Access to the facility will not be granted unless such payment in full is received.

**Cancellation:**

Cancellations by the User at least one month prior to the date of use will result in a refund of the security deposit and usage donation.

**Events Coverage:**

Users must provide a binder for liability to the 1835 Town Hall Committee

**Users Guildlines**:

1. Decorations:
	1. Do Not use scotch tape, nail, staples, glue gun, or duct tape on any hall surface. Please use ONLY masking tape or decorating putty for decorations.
	2. No Candles allowed in the facility, except cake candles
2. Absolutely NO smoking allowed inside the facility.
3. NO alcohol will be allowed in the facility
4. No confetti, rice, or glitter is allowed
5. Do not drag, scoot, push slide or pull anything not on wheels across any floor surface
6. All User’s property must be removed from the Facility immediately following the close of the event, failure to do so will result in additional charge
7. Vacuum or sweep the floors and clean up all debris from the floors
8. Take all trash from your event with you
9. Make sure the facility is in the condition it was at the start of your event
10. Lights will be turned off, heat turned down, air conditioner turned off, and doors locked

**1835 USER CHECK LIST**

**User’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Remove all trash from the facility from your event \_\_\_\_\_\_
2. Hall floor and room floors vacuumed or swept \_\_\_\_\_\_
3. Tables wiped down and returned to original location \_\_\_\_\_\_
4. Chairs returned to original location \_\_\_\_\_\_
5. Decorations removed- including tape \_\_\_\_\_\_
6. Restrooms cleaned- toilets flushed, sink cleaned out,
litter removed from the floor \_\_\_\_\_\_
7. All spills cleaned up and floor moped if needed \_\_\_\_\_\_
8. Heat turned down or air conditioner turned off \_\_\_\_\_\_
9. All lights turned off \_\_\_\_\_\_
10. Doors locked \_\_\_\_\_\_

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| --- |
|  **Office Use Only:** **AMOUNT**  **DATE**  **CHECK #** **CASH****Reservation Deposit**: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ ­­\_­­\_\_\_\_\_\_**User Fee: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_****Less retained funds: \_\_\_\_\_\_\_\_\_\_\_\_ REASON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****REFUND To USER:\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |