

RENTAL AGREEMENT

Town of Hayden Community Center
629 County Road 7
PO BOX 493
Hayden, AL 35079
205-543-6881 Town Hall

1. Rental Fee:
 - *Whole Building – Four hour minimum - \$160.00
 - *Kitchen Eating Area – Four hour minimum - \$80.00
 - Each additional hour - \$20.00
2. **A \$100.00 deposit is due within ten days of making a reservation.** Remainder of rental fee must be paid 1 week prior to the scheduled rental unless paying with cash. Deposit and rental fee are payable via cash, money order or personal check. The \$100.00 deposit will be returned seven to ten days after the date of the rental assuming all stipulations listed below are followed by the renter. Failure to follow the rules listed below will result in a forfeiture of the deposit money.
3. **A key code to the Community Center will be issued to you (during regular business hours 8am to 3pm) on the day of or the Friday before a weekend rental date. Call the Town Hall at 205-543-6881** to get the code. The code will only be good for the day of the rental. **The building must be cleaned and vacated by 10 pm** in order to be inspected.
4. **Absolutely no smoking, alcohol, drugs, or firearms allowed on the premises, including the porch and yard area. Smoking is permitted on the paved parking area only.**
5. **Please do not stand on the chairs!**
6. **Do not use any adhesive material to connect skirting to the tables.**
7. **Do not attach decorations to the walls, ceilings, doors, or windows. There is a wood strip on one of the walls that you can attach things to. Nothing should be hung on walls anywhere else.**
8. Do not use confetti, glitter, or any other TINY decorative material.
9. Do not serve red or dark colored punch due to staining. (Tea, coffee, and soft drinks are acceptable)
10. Should you choose to move tables and/or chairs, their placement should at no time block any exit door.
11. **Cleaning supplies are located under the sink in the kitchen.**
12. All tables and chairs must be returned to their original positions in the room.
13. All tables should be wiped with a wet cloth.
14. **The kitchen and restrooms must be swept and mopped. All kitchen countertops must be cleaned. (brooms and mops located in kitchen closet)**
15. All trash must be removed from the building and placed in the dumpster at the end of the building. Do not leave bags of trash on the porch, in the building, or on the ground by the dumpster.
16. New trash bags should be placed in all trash cans. Trash bags are located under the sink.
17. No loud noise outside of building. No speakers are to be placed on porch. If complaints are received regarding loud music, you will forfeit your deposit.
19. **Failure to properly clean the building will result in forfeiture of the \$100.00 deposit.**

SHOULD ANY QUESTIONS OR ISSUES ARISE DURING THE TIME OF YOUR RENTAL PLEASE CONTACT LARRY ARMSTRONG at 205-590-1467 or 205-446-9466.

The Town of Hayden assumes no responsibility or liability for accidents, injuries or illness which occur on the premise or after the use of the facility. Renters and guests assume all liability for any and all accidents, injuries and illnesses.

Due to the fact that other events may be scheduled before or after your event, it is imperative that all rules be followed.

I hereby state that I understand and will abide by the rules set forth by the Hayden Town Council.

By signing below, I understand and agree that I will be responsible for all charges incurred by the Town of Hayden in the event a professional cleaner/contractor must be hired to clean/repair the Community Center due to the negligence of myself or my guests on the date of rental.

RENTER SIGNATURE

PHONE NUMBER

Renter's Printed Name and Mailing Address

Renter's Driver's License Number Expiration Date State Issued

Date of Event: _____

Time of Event: _____

Kitchen Eating Area: _____

Whole Building: _____

<p><u>Office Use Only</u></p> <p>Date Deposit Paid: _____</p> <p>Date Paid in Full: _____</p> <p>Date Refund Issued: _____</p> <p>Amount of Refund: _____</p>
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PLEASE MAIL ALL PAYMENTS TO: HAYDEN TOWN HALL - PO BOX 493 - HAYDEN, AL 35079