

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:

*Kitchen/Dining Area – Four hour minimum - \$80.00

Each additional hour - \$20.00

2. **To secure your requested date, a \$100.00 deposit is due within ten days of making a reservation.** You may pay the deposit and rental fee in one visit, however, the rental fee must be paid no less than 1 week prior to the scheduled event. **Deposit and rental fee are payable via cash, check or money order.** The \$100.00 deposit will be returned seven to ten business 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 your deposit.
3. **Entrance is by Key Code only:** On Friday prior to the weekend event, call 205-543-6881 (M-F 8am-3pm) to receive your code. This code will be good for the day of the rental only.
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. No loud noise outside of the building. No speakers are to be placed on porch. If complaints are received regarding loud music, these actions will forfeit your deposit.
6. **Do not stand on the chairs! Use the step stool provided in the closet.**
7. **Do not use any adhesive material to connect skirting to the tables.**
8. **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.**
9. **DO NOT USE CONFETTI, GLITTER, or any other TINY decorative material. THE USE OF THESE MATERIALS WILL RESULT IN A FORFEITURE OF THE \$100.00 DEPOSIT. NO EXCEPTIONS!**
10. Do not serve red or dark colored punch due to staining (tea, coffee, and soft drinks are acceptable).
11. Should you choose to move tables and/or chairs, their placement should at no time block any exit door. All tables and chairs must be returned to their original positions.
12. **All tables and kitchen countertops should be wiped with a wet cloth. The kitchen and restrooms must be swept and mopped.** Cleaning supplies are located under the kitchen sink. Brooms and mops are located in kitchen closet.
13. **All trash must be removed placed in the dumpster at the end of the building. Do not leave bags of trash in the building, on the porch or on the ground by the dumpster. KEEP DUMPSTER CLOSED**
14. New trash bags should be placed in all trash cans. Trash bags are located under the sink.
15. Occupancy prior to or after your reserved time may result in forfeiture of a portion of your deposit.
16. **The building must be cleaned and vacated by 10 pm.** No exceptions.
17. **Failure to properly clean the building will result in forfeiture of your deposit.**

SHOULD ANY QUESTIONS OR ISSUES ARISE DURING THE TIME OF YOUR RENTAL PLEASE
CONTACT LARRY ARMSTRONG at 205-446-9466 or **Dana Bradford at 205-514-3606**

Your door access code is _____ Third door on the right (last door). To unlock: enter the code, when the green light flashes turn the lock knob to the left. To lock: enter the code, when the green flashes turn the lock knob to the right. Test to make sure door is locked before leaving.

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 (Deposit will be returned to this address. Allow 7-10 business days.)

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

Date of Event: _____

Time of Event: _____

Kitchen/Dining Area Only: _____

<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>

PLEASE MAIL ALL PAYMENTS TO: HAYDEN TOWN HALL - PO BOX 493 - HAYDEN, AL 35079