

Grafton Township Hall Rental Contract

Rental Date _____
Name of Renter _____
Address _____
Phone Number _____
Type of Event _____

Time needed in on day of rental _____ A.M. _____ P.M.

Hall must be cleaned up and vacated by 12:00 A.M. night of rental

NO SUB-LETTING PERMITTED!! Renter, Applicant, Applicants address must be one and the same.

Number of persons expected _____ Maximum occupancy of the hall is 160 people.

With Alcohol Without Alcohol AV Equipment Rental
\$25
Grafton Twp Resident Non Resident

Rental Fee _____ Date received _____ Cash _____ Check# _____

Security deposit \$400.00 Date received _____ Cash _____ Check# _____

Please make all checks payable to the Grafton Township Trustees.
Amount of rental and security deposit must be received in full to reserve requested date.

All rentals require a \$400.00 security deposit. All or part of this deposit will be retained if deemed necessary by the township or their representative

To make repairs for damage to the building/grounds
If information provided within this contract by the renter is found to be inaccurate.
If cancelled within 60 days prior to rental date.
All tables and chairs used by the renter will be cleaned and put away, floors must be swept and all spills will be cleaned up.
All decorations will be removed completely from all surfaces (walls, tables, chairs, etc.)
No food or drinks on the stage please.
The Grafton Township Hall is a non-smoking facility.
When decorating the hall, only use methods that will not damage surfaces or the facility. No duct tape or thumb tacks.
All trash and recycling containers will be emptied and placed out back in the appropriate containers.
There will be a \$35 fee charged for all NSF checks.
The Lorain County Sherriff may enter the premises to check for violations.

Signature of Renter _____ Date _____

The above signed person in making the application, agrees with the township rental regulations thereof, and the terms of which are incorporated within this contract.

Signature of township representative _____ Date _____