**Chouteau Township Hall Rental Agreement**

**906 Thorngate Road, Granite City, IL 62040**

**Office Phone # (618)931-0360/Hours: 9am-12pm & 1pm-4pm**

**Email address:** **admin@choutwp.com**

**(Choose Rental Times (up to 6-hour span): Saturday & Sunday 9am – 9pm)**

**Electric Gate/Park Hours: (April 1-Oct 31) 7am-9pm (Nov 1-Mar 31)7am -5pm**

Chouteau Township, the owner of the Township Hall, hereby rents the meeting room with adjoining kitchen to the undersigned renter upon the following terms and conditions.

 **RENTAL DEPOSIT $ 50.00 RENTAL PAYMENT $ \_\_\_\_\_\_\_\_\_\_\_\_**

 **(Due 1 month prior to Rental Date)**

\*I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the rules & guidelines given in this contract.

\*(Int: \_\_\_\_\_) **RENTER MUST BE PRESENT FOR OPENING & CLOSING TIMES/ RENTER IS THE ONLY ONE THAT CAN MAKE DEPOSIT & RENTAL PAYMENTS.**

\*\*A $50.00 Deposit is required; if all conditions of the agreement are met, deposit will be refunded. A **CASH DEPOSIT** must be picked up by signee within 1 month of rental date or deposit is forfeited. Signee must come in with **their Driver’s License**. A **CHECK DEPOSIT** will be mailed back the week following the rental date. A **CREDIT/DEBIT CARD DEPOSIT** will be refunded back on card week following rental date.

\*The rental times will be from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**This time includes any decorating, party and clean up time.**) Hall is setup for 60 people with rectangle tables. If interested in something different please indicate appropriately. \_\_\_\_\_\_Round Table Set up Fee ($40.00) \_\_\_\_\_\_ Extra Chair Set up Fee ($40.00)

\*(Int: \_\_\_\_\_) There are **NO** (fire lit) Candles or bouncy houses **ALLOWED.**

**\*(**Int: \_\_\_\_\_) **The janitor will ONLY wait 15 minutes past the above signed opening time for the hall renter to arrive. This is the ONLY person that they are allowed to UNLOCK the doors for.**

**IF YOU ARE LATE… YOU WILL LOSE ½ of YOUR DEPOSIT (NO IF’s AND’s or BUT’s)**

**\*\*LEAVE the premises in a CLEAN and SANITARY** condition, including but not limited to the Township Hall, restrooms, kitchen, and sink area

\*\*There shall be **NO ALCOHOLIC or INTOXICATING BEVERAGES** of any type served, dispensed, or used on these premises.

\*\*If **DAMAGE or DESTRUCTION** of personnel (tables, chairs, walls, floor, etc.) or real estate property is done, the person signing below as renter shall reimburse the Township for the cost of repair or replacement of property and forfeit deposit.

\*\*There shall be no deviation from the rental information stated above. In the event the closing times change, the janitor must be called with ample notification to allow for driving time**. BUILDING IS TO NEVER BE UNATTENDED.**

\*\*Children must be kept inside the building, unless supervised out on playground, during rental time.

 **Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Signature of Responsible Person)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Chouteau Township Representative)**

**Guidelines for Chouteau Township Hall Renters**

**Failure to read and observe these rules will result in forfeiture of the rental deposit and possible exclusion from future use or rental.**

Not-for-Profit (non-fee) groups shall observe the same rules as those paying for rental.

**ALCOHOL USE IS PROHIBITED ON TOWNSHIP PROPERTY. STATE LAW PORHIBITS SMOKING IN THIS BUILDING.**

Under no circumstances is the building to be left unattended by the responsible renters. **NO ONE ELSE CAN TAKE THIS PLACE.**

Any damage to the property must be reported to the Township Supervisor with full restitution made to the Township as per this agreement.

**ALL SERVERS NEED TO WEAR PLASTIC SERVING GLOVES. (Bring own or are supplied in Kitchen Area)**

**IF GAS STOVE IN THE KITCHEN IS USED THE EXHAUST FAN MUST BE ON!!**

Those using the Township facilities must confine their activities to the area reserved.

Park Playground maybe used BUT children MUST be supervised.

Tables and chairs will be set up and taken down by the Township Custodian. The tables and chairs may be rearranged but should be returned to their original places at the completion of the activity**.**

**ALL TABLES AND CHAIRS ARE SUPPLIED BY TOWNSHIP; PLEASE DO NOT BRING YOUR OWN.**

**ALL TABLES ARE TO BE COVERED WITH SOME TYPE OF TABLE COVER. NO EXCEPTIONS.**

***TABLES AVAILABLE: 11-6-foot rectangle (w/ 60 chairs) / 5-5-foot rectangle (FOOD) / 1-5-foot Round (CAKE)***

***IF you choose Round (ONLY up to 120 Chairs): 10-5-foot round (w/60 chairs)/5-5-foot rectangle (FOOD)/1-5-foot round (CAKE)***

**All trash resulting from this activity is to be placed in the dumpster just outside the back door (double doors).**

Decorations are only allowed on the walls and the tables, nothing hanging from the ceiling.

**PAINTER’S TAPE ONLY FOR WALL USE.** NO STICKY PUTTY, NO COMMAND STRIPS, & ABSOLUTELY NO OTHER TAPES.

**DO NOT** staple decorations on the tables. **DO NOT** use any type of tape on the floor.

**ALCOHOL USE IS PROHIBITED ON TOWNSHIP PROPERTY. STATE LAW PORHIBITS SMOKING IN THIS BUILDING.**

A mop bucket of clean water is supplied for large spills only. **ANY FOOD ON THE FLOOR MUST BE SWEPT/CLEANED UP!!**

There is no garbage disposal in the sink, so take care to keep the drain free of food, debris, etc.

**KITCHEN CLEAN-UP: MUST FOLLOW THE GUIDELINES POSTED IN THE KITCHEN!! NO EXCEPTIONS**

All signs giving directions, etc., are to be removed immediately after the activity.

**FAILURE OF RENTERS TO EXIT AT THE AGREED UPON EXIT TIME RESULT IN A FORFEITURE OF THE RENTAL DEPOSIT.**

In case of emergency, or if your activity ends early, you may reach **LOIS/STEVE KRAMER @ (618) 531-0293**

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 **(Signature of Responsible Person)**