

Washington Township Community Hall

Facility Rental Agreement

This Rental Agreement is entered into between **Washington Township Community Hall** (“Hall”) and the undersigned renter (“Renter”).

1. Rental Fees

- **Washington Township Resident:** \$150
- **Non-Resident:** \$300

All rental fees **must be paid in advance** before the key to the hall is released.

2. Deposit / Cleaning Fee

- A **\$100 Cleaning/Hold Deposit** is required **in addition to the rental fee**.
- The deposit is due at the time the rental date is requested.
- The deposit will be refunded **after the event**, upon inspection, provided:
 - All items on the clean-up checklist are completed
 - The facility is clean
 - The building is restored to orderly condition
 - No damages are found

If cleaning or repairs are required, the cost will be deducted from the deposit. **Additional charges may apply** if damages exceed the deposit amount.

The deposit is NON-REFUNDABLE if the renter cancels or is a no-show for the rental date.

3. Responsibility for Damages

The Renter is fully responsible for **any and all damages** to the building, equipment, furnishings, or property that occur during the rental period.

4. Alcohol & Dram Shop Notice

If alcohol is present on the premises of the Washington Township Community Hall and/or property during your usage period, **neither the individual renter nor the renting entity is provided with Dram Shop insurance** by Washington Township or the Washington Township Community Hall Board of Managers.

We strongly recommend that the Renter obtain **Dram Shop insurance** to protect against any liability resulting from the consumption of alcohol on the premises. Any alcohol provided is governed by **Illinois Dram Shop Laws**.

5. Clean-Up Checklist

All items below must be completed to qualify for deposit return:

- All tables, countertops, and stove are wiped clean
- All chairs are placed back on chair racks
- All garbage bags (including bathrooms) are removed and placed in the dumpster located in the parking lot
- Re-bag all canisters with bags provided
- Sweep all floors using the large dust mop
- Leave **2 tables up by the North Wall** and **2 tables up by the West Wall**
- Stack remaining tables or place them on the cart
- Ensure **front glass doors are locked**
- Turn **ALL lights off** before leaving (main lower hallway is on motion detection)
- **No chairs or tables may leave the building**
- **ONLY BLUE PAINTER'S TAPE** may be used for decorations; all tape must be removed
- **Lock-Up Instructions:**
 - Lock the door
 - Place the key inside the lock box and verify it is locked

6. Acknowledgment

By signing below, the Renter acknowledges receipt and understanding of this agreement and the alcohol/Dram Shop notification.

Please sign and return this agreement to:

Washington Township Community Hall Manager

Jodi Cook

PO Box 1444

Beecher, IL 60401

For questions, please call **708-627-0734** or email **wtch673@gmail.com**.

Renter Information & Signature

Renter Name (Print): _____

Address: _____

Phone Number: _____

Email Address: _____

Rental Date(s): _____

Signature: _____

Date: _____