

## Town of Lincoln Town Hall Rental Agreement

This Town Hall Rental Agreement ("Agreement") is between the Town of Lincoln ("Town") and the undersigned rental party ("Renter"). The Renter agrees to all terms below.

### Renter Information

Name of Rental Party: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Information

Event / Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

### Rental Fee (Check One)

May 1 – October 30: \$150.00

November 1 – April 30: \$200.00 (additional floor cleaning during the winter months)

\*RENTERS ARE RESPONSIBLE FOR SHOVELING DURING WINTER WEEKEND RENTALS\*

### Rules and Conditions

- No smoking inside the Town Hall.
- Renter is responsible for orderly conduct.
- Tables and chairs must be returned to the original setup. DO NOT drag furniture.
- Facility must be left clean and free of damage.

### Liability

The Renter assumes responsibility for any damage to the Town Hall or its contents. The Town of Lincoln is not responsible for injury, loss, or damage to persons or property arising from use of the facility.

ALL RENTALS SUBJECT TO BOARD APPROVAL

### Signatures

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Town of Lincoln Representative: \_\_\_\_\_ Date: \_\_\_\_\_