



Reservation Date: _____

Renters Name: _____

Signature: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

The renter agrees to the following rules and provisions.

1. Please complete this form and submit to the Town of Friendship Clerk. The key will be obtained from Town Clerk. Rental Hall charge is \$50.00
2. Alcoholic beverages permitted in town hall only with the approval of a town board member.
3. Renting of town hall only to Town of Friendship residents and businesses.
4. Non-profit organizations in the Town of Friendship may use town hall free of charge. Any damage caused by the organization will be charged to that organization.
5. Building and grounds must be vacated by 10:00 PM.
6. Permit holder must be present at all times.
7. Extra tables and chairs setup by the organization must be taken down and stored.
8. Maximum of 100 persons permitted inside of town hall.
9. Use the following checklist upon securing and locking up town hall:
 - a. Clean up main room, kitchen and bathrooms, as necessary.
 - b. Set thermostat to 75 degrees in summer and 65 degrees in winter.
 - c. Secure all windows and doors.
 - d. Turn off lights.