

Harrison Town Hall Rental Policy

Town of Harrison residents that use the Town Hall and/or the tables and chairs shall sign the Town Hall Rental Acknowledgement.

Capacity of the Harrison Town Hall is 50 adult people. Extra room (e.g. outside tent) shall be arranged by the renter.

The security deposit fee shall be \$250.00

The renter shall pick up the key from the designated person on the day of the event, unless other arrangements are made.

The renter shall be responsible for all damages even those in excess of the \$250.00 security deposit made to the Town of Harrison.

The renter shall clean all areas affected by the event. This includes mopping the floors, swabbing the toilets, wiping out sinks, wiping off tables and chairs, and any other necessary cleaning. If not cleaned to the satisfaction of the Town Board, the charges for housekeeping will be deducted from the \$250.00 security deposit made.

The renter shall be responsible for tables and chairs, putting them away if needed, and any damage that could result from abuse of the furniture. All tables and chairs MUST remain in the Town of Harrison.

The renter shall be responsible for all garbage generated from the event. All trash, paper and recyclable articles, disposed of properly.

The key should be returned by noon the day following the event, unless other arrangements are made with the Town Board.

NO SMOKING is allowed in the building. Smoking is to be outside the building and all the debris must be cleaned up by the rental party.

No alcohol is to be served to individuals under the age of 21 and all events are to end by 12:00 midnight.

Town Hall shall be inspected by _____ within _____ days.

Damages, if any, shall be determined by the Town Board at the following monthly meeting and deducted from the deposit.

The deposit shall be returned to the renter, minus any damages within _____ days following the next monthly meeting.