

Village Hall Rental Agreement

This Rental Agreement ("Agreement") is entered into on this ___ day of _____, 2026, by and between the Village of Friendship ("Village") and the undersigned individual or organization ("Renter").

1. Rental Details

- **Facility:** Village Hall located at 507 West Lake Street
- **Date of Rental:** _____
- **Time of Rental:** From _____ AM/PM to _____ AM/PM
- **Purpose of Rental:** _____

2. Rental Fee

- The Renter agrees to pay a rental fee of **\$100.00** to the Village for use of the Village Hall.
- Payment is due in full at the time of booking unless otherwise agreed upon in writing.

3. Security Deposit (if applicable)

- A refundable security deposit of **\$100.00** may be required to cover potential damage or cleaning fees. This deposit will be returned within 7 days after the event, provided no damage or excessive cleaning is needed.

4. Responsibilities of the Renter

The Renter agrees to:

- Leave the hall in clean and orderly condition.
- Remove all decorations, trash, and personal items after the event.
- No using nails, tacks, or adhesives that may damage walls or surfaces. Blue painters' tape is the only tape allowed.
- Comply with all local ordinances and safety regulations.
- Ensure that noise levels remain respectful to neighboring residents.
- Keep all exterior doors closed during the event to keep bugs out and climate control.
- Avoid clogging sinks or disposing of inappropriate materials down drains.
- Prevent damage to tables, chairs, and other Village property. Any damage may result in forfeiture of the security deposit and/or additional charges.

5. Liability

The Renter assumes full responsibility for any damage to the facility or injury to persons during the rental period. The Village is not liable for any personal injury, loss, or damage to personal property.

6. Cancellation Policy

- Cancellations made at least 2 business days prior to the event will receive a full refund.
- Cancellations made less than 2 business days prior may forfeit the rental fee.

7. Agreement

By signing below, the Renter agrees to abide by the terms outlined in this Agreement.

Renter Information

Name: _____

Address: _____

Phone: _____

Email: _____

Signature of Renter: _____

Date: _____

Authorized Village Representative: _____

Date: _____