

Request for use of the Town of Willing Hall
(To be submitted in triplicate-use ball point pen please)

NAME OF ORGANIZATION OR PARTY: _____

ADDRESS: _____

PHONE: _____

DATE WANTED: _____

APPROX. TIME USE: _____

ESTIMATE OF NUMBER OF PEOPLE: _____

Facilities and equipment to be used: () Hall () Kitchen

Janitorial Services required: () YES () NO

(\$50.00 charge is included in the charges for use and is refundable if renting party cleans up.)

CHARGES FOR USE: _____ (full amount of fee will accompany this request)

Renter shall during use abide by and enforce the following Rules of Personal Conduct for the Hall and Grounds:

1. Language and actions to be commensurate with occasion involved. Violators will be asked to leave.
2. Persons entering or leaving grounds shall drive in a safe and reasonable manner or as posted. **No one shall drive while in an intoxicated condition.**
3. **Sponsoring member or person requesting reservation shall be responsible for conduct of their quests and enforcement of rules. THEY SHALL ALSO BE PRESENT AT ALL TIMES. RENTER MUST BE 21 YEARS OF AGE AND MAY NOT PERMIT ALCOHOL CONSUMPTION BY PERSONS UNDER 21 YEARS OF AGE AND ABIDE BY ALL New York STATE LIQUOR LAWS.**

Commercial Renters will need Liquor Law Liability Insurance and have the Town of Willing listed as additionally insured prior to rental.

4. Renters must arrange to pick up key from Town Clerk and return key with in 24 hours after event. (A fee of \$10.00 will be charged for a lost key.)
5. Renter will not **use tacks, duct tape** or any thing that will create holes in the walls or damage the wall paint.
6. All festivities **will terminate by midnight.**
7. **No one is allowed to carry or conceal a gun on Town of Willing Property.**

AFTER USE: sponsoring person will assume the responsibility of cleaning the rooms and facilities in accordance with the following General Rules:

1. Cleaning of the grounds is always the renters' responsibility.
2. Building and grounds shall be properly cleaned the day of the event. All trash will be removed from facility (hall and bathroom areas) by renter and placed in the dumpster located outside the double doors.

3. Lights, water, stove, etc., to be shut off before building is locked. All windows and doors shall be closed and locked. Be sure that all is or will be left in good condition.
4. Floors to be swept and/or mopped as necessary.
5. Tables and chairs to be replaced in carriers provided, unless otherwise instructed.

6. Kitchen stove, sink, cupboards and counters to be left clean and orderly.
7. Toilets are not required to be cleaned, **but trash containers should be emptied.**

The security deposit must be paid at the time of booking and the balance is due within the next 14 days. Non payment will constitute an automatic cancellation. The Town of Willing shall have up to 30 days following rental to refund clean-up and security deposit.

Reservations can be made by calling the Town Clerk at the Town Hall Monday thru Friday. (Message can be left if the Clerk is not in) **Cancellations made between 8 and 30 days** prior to rental date will result in forfeiture of ½ of the rental fee as noted on the rental schedule. **Cancellations made with in 7 days** prior to rental date will result in forfeiture of the entire rental fee as noted on the rental schedule.

Upon execution of this agreement, the renter has examined the facilities and finds them safe and suitable for use.

INSPECTION of facilities shall be made by the caretaker or a trustee for damages. Any damage must be paid for by the party responsible for the rental

******THIS IS A NON SMOKING FACILITY******

The Town of Willing is not responsible for accidents to persons or property.

Rented: _____ Date: _____ Approved by _____
 (Responsible party/phone)

Deborah J Buchholz
 (Caretaker)

Telephone 585-593-3210