

**TOWN OF SHERRY
RENTAL OF TOWN HALL**

Rental Date _____ Phone Number _____

Name _____

Address _____

E-mail _____

City, State, Zip _____

Rental Fee Amount \$ _____ Cash or Check #: _____

Renter Will Clean the Hall Yes _____ No _____

RULES & REGULATIONS

Maximum attendance is 50-75 persons.

Rental fee – Town of Sherry Residents \$100.00
Non-Residents \$125.00

The fee is to be paid when the contract is signed.

- Decorations (glued, taped or tacked) will not be permitted on the walls or ceiling.
- The renter assumes full responsibility for personal liabilities and all personal property on the premises.
- Use the temperature control instructions located on the N wall of the town hall. Three heat dials on E wall.
- No fires are permitted on the grounds.
- Exit doors will not be blocked at any time.
- Place hot pads or other heat barrier between nesco, crock pots and countertops. Do not place items on countertops that may scratch the surface.
- Clean up must be done immediately after your event.
- The refrigerator, microwave and kitchen sink must be cleaned.
- All countertops and cabinet doors will be wiped clean.
- Bring your own cleaning cloths or paper towels.
- All floors must be swept & scrubbed. Rugs must be vacuumed. Vacuum & scrubber are in the utility room.
- The bathrooms must be swept and mopped. Toilet cleaner is located in the bathroom closet.
- All garbage, inside and outside, must be taken by the renter. Trash can liners are located in the unlocked cabinet under the counter in the main hall.
- The dumpster outside does not belong to the Town. DO NOT place your garbage in bar dumpster.
- If your event extends into Anderton Park or playground, please remove all garbage from the park garbage cans and place a new bag in the cans. *Extra-large trash* can liners are located in the unlocked cabinet under the counter in the main hall.
- Your cleaning refund will be forfeited if your garbage is placed in the private bar dumpster and/or not removed from Anderton Park. A good practice is to check all the park garbage cans to keep our park clean.
- Grounds shall be policed for paper, refuse and damage upon leaving.
- A cleaning refund of \$50.00 will be returned to the renter following the next regular town meeting upon meeting the above requirements. If the requirements are not met, the deposit is retained by the Town.

The undersigned agrees that any damage occurring to said premises shall be deducted from the rental refund fee. If damage exceeds the rental fee, the renter will be liable for the total amount of damage.

The rental fee is hereby tendered to the Town of Sherry to bind this agreement.

I have read, understand, and agree to abide by all the rules and regulations governing the rental of the Town of Sherry Town Hall, and if I fail to do so, will forfeit the \$50.00 cleaning refund.

Renter's Signature

Contact the Clerk for the Key
sherrytownclerk@gmail.com

Please retain a signed copy for yourself.