

Village of Stratford  
**COMMUNITY HALL RENTAL AGREEMENT**  
 300 East Larch Street

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Group / Company: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

- WITH Kitchen Usage** -- I, the undersigned, wish to rent the **Community Hall and Kitchen**, agreeing to pay a **\$25 Deposit** plus **\$50 per day Use Fee** for the date(s) listed below.
- NO Kitchen Usage** -- I, the undersigned, wish to rent the **Community Hall without the Kitchen**, agreeing to pay a **\$25 Deposit** plus **\$25 per day Use Fee** for the date(s) listed below:

Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_

- **KEY PICK UP** – I agree to pick up the key during regular office hours in the Municipal Building the day prior to the event or weekend. (A \$5.00 penalty will be assessed if the key is not picked up during office hours and you contact a Village employee after hours.)
- **KEY RETURN** – I understand the key must be returned to the Municipal Building during regular office hours on the next business day following the event. (There will be a charge of \$5.00 per day for failure to return the key.)
- I also understand that any garbage created by my event will be removed from the premises and properly disposed of by me.
- The deposit of \$25 will be returned after an inspection of the hall, restrooms, kitchen, and the immediate outside area. Costs for cleaning the hall or the area immediately surrounding the hall, costs for garbage removal, costs for failure to return the key and costs for repairs or replacements caused by the neglect of the renter will be deducted from the deposit. Damage not covered by the security deposit will be charged to the person signing below.
- ALL equipment and furnishings supplied at the Community Hall will remain at the location. NO Village property may leave the location to which it is designated.
- In case of cancellation, the Use Fee will be refunded. The Village will retain the \$25.00 Deposit.

\_\_\_\_\_  
Signature

**RENTAL FEES** ( Cash OR Two separate checks in the appropriate amounts )

Use Fee	\$ _____	Cash / Check # _____
Deposit	\$ <u>25.00</u>	Cash / Check # _____
TOTAL PAID	\$ _____	
Deposit Returned	\$ _____	
TOTAL RETAINED	\$ _____	(Revenue Account 48200)

Comments: \_\_\_\_\_  
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