Village of Stratford

SHELTER RENTAL AGREEMENT

- ❑ Klemme Park 350 North Third Avenue
- ❑ Klemme Reserve 600 East North Street

Name: _____ Today's Date: _____

Address: _____ Group / Company: _____

_____ Phone: _____

I, the undersigned, wish to rent the Village's Park Shelter as noted above and agree to pay a **$25 Deposit** plus **$25 per day Use Fee** for the following date(s):

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.
- Nothing may be attached to the structure or other property using staples, tape or other items that will cause damage.
- The deposit of $25 will be returned after an inspection of the shelter and the immediate area. Costs for cleaning the shelter or the area immediately surrounding the shelter, costs for garbage removal, costs for failure to return the key and costs for repairs and/or damage 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 park 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	$ 25.00	Cash / Check #_____
TOTAL PAID	$_____	
Deposit Returned	$_____	
TOTAL RETAINED	$_____	(Revenue Account 48200)

Comments: _____

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