

## HALL PERMIT VILLAGE OF MINONG

Name: _____	Number of Attendees: _____	(Capacity 300)
Address: _____		
Phone: _____	Live Entertainment: _____	(Yes or No)
Date _____ Time: _____	Event Open to Public? _____	(Yes or No)
Type of Use: _____	Will Alcoholic Beverage be on the Premises? _____	(Yes or No)
Use Fee: _____	Security Deposit: _____	
Bouncer Fee: _____	Date Received: _____	
	Special Notes: _____	

Refundable Deposit \$300

Hall Rental \$100

**RENTAL FEES DUE WITH COMPLETE FORMS TO SAVE THE DATES.**

**REFUNDABLE DEPOSIT DUE WHEN GETTING THE KEY.**

**REFUND POLICY: 90 DAYS BEFORE RENTAL FULL REFUND**

**60 DAYS BEFORE RENTAL HALF IS REFUNDABLE**

**30 DAYS BEFORE RENTAL NO REFUND**

**The key can be picked up at the Village Office - prior to the event during office hours 8am to 4pm**

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### Rules for use of the Hall

1. The Village Hall shall not be permitted to remain open between 1:00 AM and 8:00 AM.
2. The Hall must be cleaned and scrubbed after use, and garbage removed from the building and premises. You must provide all your own cleaning supplies.
3. The Village Hall is inspected before and after an event. Any damages to Village property shall be the financial responsibility of the party renting and using the Hall. The party renting the Hall shall be liable for cleaning and damages that may exceed the security deposit amount. This includes damage to, but not limited to: tables, chairs, flooring, lighting, walls, kitchen equipment, plumbing, loss of keys, and all other aspects of the hall damaged by the rental party during the event. Security deposit will be returned if the Hall is clean and no damages are found.
4. Decorations may be placed on the windows, doors and bulletin board only. ABSOLUTELY no thumb tacks, nails or tape on the walls or ceilings.
5. **It is unlawful for any person to have opened or consume any fermented malt beverages, wine or intoxicating liquor on the Village premises, or outside the front doors of the hall. If consumption of alcoholic beverages is permitted at an event, a bouncer is required and shall be a Village police officer paid at the current hourly rate.**
6. The party renting the Hall shall be liable for all damages and injuries, if any, resulting from the use of the Hall or as a result of any event held in the Village Hall including those serving alcoholic beverages, whether or not the said damages or injuries occur on or off the Village premises rented by said party. Furthermore, the renting party shall hold the Village of Minong harmless from any resulting liability and indemnify the Village of Minong for any costs associated with defending any claim resulting thereof.

Renting party's signature \_\_\_\_\_

## HALL CHECKLIST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Please place a check next to the explanation if it was satisfactory upon your inspection.

Were the floors swept and mopped? \_\_\_\_\_

Was the kitchen clean? \_\_\_\_\_

Were the bathrooms clean? \_\_\_\_\_

Were the tables and chairs put away? \_\_\_\_\_

Please call Duane Myers at: 715-520-0364, if you have any questions about the condition of the hall during your inspection or when you arrive.

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### TO THE VILLAGE CLERK:

I HAVE EXAMINED THE MINONG VILLAGE HALL AFTER THE FOLLOWING EVENT

\_\_\_\_\_

AND HAVE FOUND THE FOLLOWING THINGS LEFT UNDONE:

\_\_\_\_\_

\_\_\_\_\_

OR HAVE FOUND THE FOLLOWING DAMAGES:

\_\_\_\_\_

Amount of Security deposit to be returned: \$ \_\_\_\_\_

Has key been returned to Village of Minong Yes \_\_\_\_\_ No \_\_\_\_\_

Hall inspected by: \_\_\_\_\_ DATE \_\_\_\_\_