

Alden City Hall Rental Agreement

- Hall rental fee of \$75.00 is payable when making reservation and is nonrefundable; plus a \$100.00 deposit paid prior to the day of use.
- The deposit will be refunded if the facilities are left in the same condition found or renter will be charged for cleanup at the rate of \$25.00 per hour, with a minimum charge of \$50.00, which would be deducted from the \$100.00 deposit amount. (This includes floors swept/dust mopped and/or damp mopped where needed; tables and chairs returned as originally set up, etc.)
- Rental Party/User will replace any damaged properties.
- Automatic dishwasher shall not be used unless authorized.
- Rental party/User will provide own dishcloths and dish towels.
- Animals (such as dogs, cats, birds, etc.) will not be allowed on the premises; except animals that provide medical needs.
- Smoking will not be allowed on the premises.
- Alcoholic beverages may be allowed under the condition that:
 - a state liquor licensed catering business will be serving the alcoholic beverages at a 'cash bar only' in conjunction with a meal being served.
 - Proof of Liquor Liability Insurance (\$1,000,000 minimum), with the City of Alden named as an additional insured, must be provided to the City a minimum of 30 days prior to the rental date.
- Rental Party/User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the City Hall by the User or by the User's guests or invitees.
- The Hall shall be cleaned and locked up by 1:00 a.m. the following day.
- Garbage shall be carried to the dumpster in back of the Hall. Two garbage bags will be provided, if more are needed, User will provide.
- Any decorating shall be done in such a way as to not damage painted walls, etc. (NO TAPE)
- SEMCAC dishes and utensils shall not be used.
- Double check before leaving – bathrooms inspected, all windows are closed, lights and fans are turned off (including bathrooms in basement), all doors are locked.

Date and hours of Hall reservation _____

Agreed to and paid this _____ day of _____

By _____ Contact Number _____
(Print & Sign)

**Key for the City Hall is to be picked up at the City Clerks Office,
174 Water Street, during regular office hours, prior to rental date.**

Office hours: Mon–Thurs 8 –4:30 (Closed for lunch); Fri 8 –Noon