

Village of Eolia

Community Building Rental and Deposit Agreement

I, _____ (name), am renting the Eolia Community Building on _____ (date) for _____ (event). In renting the Eolia Community Building, I agree to pay a security deposit of \$50.00 that I understand to be refundable under the conditions listed below. I also agree to pay the rent of \$100.00 no later than two weeks before my event is to be held. I understand that I will be given the code/key to the Eolia Community Building the day before my event, unless otherwise agreed upon beforehand. I also understand that I and all guests may not enter the building until the day of my event and must leave the premises by 1:30 am. I further understand that I have until 2:00 am to clean the Eolia Community Building and vacate the premises. If available 1 week prior to the rental date, I may agree to rent the building the night before to setup and decorate at a cost of \$50.00. I then may enter the building at 4:00 pm the day before my rental date. Violation of this contract could lead to the violation of Village of Eolia Ordinance.

DO NOT SMOKE IN THE BUILDING & DO NOT PUT ANYTHING ON CEILING TILES!

Security Deposit will be refunded upon completion of the following:

- A. Sink/Counter in Kitchen is cleaned. Dishes washed.
- B. Vacuum carpet
- C. Sweep floor in kitchen & bathrooms
- D. Put away chairs
- E. Wipe off tables
- F. Take out all trash (bathroom, kitchen, decorations, etc.)
- G. Turn air up to 75 degrees during summer or heat down to 73 degrees during winter
- H. Lock all doors (Press and hold # key to lock front door)
- I. Put key in drop box of City Hall door.

*****Failure to complete any task above will forfeit all the security deposit*****

Signature

Date

Address

Phone (CELL)

City, State, Zip

E-mail

*******FOR CITY CLERK USE ONLY*******

City Clerk

Date

Deposit \$50.00 paid _____ Check or Cash receipt # _____

Rental Fee \$100.00 paid _____ Check or Cash receipt # _____

Additional Rental Fee \$50.00 paid _____ Check or Cash receipt # _____

Key: _____

Code: _____