

## Conditions of rental for Craven Community Hall

**Capacity of Hall** - The hall holds 200 people comfortably seated around 25 tables.

The Renter is responsible for the Hall to be left in the condition they found it. If the Hall is in an unsatisfactory condition you must notify the Hall Custodian before the rental function is to begin.

No nails, tacks, or tape allowed on the walls.

All tables and chairs are to be placed back where they were found. **In the process of moving tables, chairs, carts & stage please do not place them against or push them into the walls, which will cause damage.**

The Renter is responsible for all and any damages occurring during the rental and will be charged accordingly.

All garbage is to be placed in the receptacles outside.

Cleaning Fees are \$20.00 per hour with a minimum charge of 3 Hrs. The Renter will be charged accordingly for any cleaning required after the rental.

Damage Deposits and Rental Fees are to be paid in full prior to the rental and before keys are turned over.

There is no refund on cancellations except where extenuating circumstances exist.

The Renter is responsible to return all keys to the Village of Craven office or the Hall Custodian. If the keys are not returned within 7 days of the rental, the renter will be charged accordingly for the cost to re-key entire building.

Below for your use, is a check list for the kitchen.

KITCHEN CHECK LIST			
Sink clean & tidy		Oven off and clean	
Dishwasher empty		No Food left	
Coolers clean		Garbage removed	
Counter tops wiped		Floors swept	

I have read all of the above and agree to the terms and conditions for the rental of the Craven Community Hall.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for using our community hall and helping to keep it clean.*