

**MANHATTAN TOWNSHIP HALL RENTAL AGREEMENT**

Person or Group Responsible: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

***Rental Fee: TOWNSHIP RESIDENT ~ \$50.00 per day      NON-RESIDENT ~ \$100.00 per day***

***Damage Deposit: \$75.00***

**RULES & REGULATIONS**

All policies and regulations of the state of Illinois, Manhattan Township and Manhattan Township Community Hall apply to each member of the group renting facility.

1. The agreement is non-transferable and cannot be used by anyone other than the responsible party. The agreement is valid only for the purposes outlined in the agreement and may be revoked at any time by Supervisor.
2. Manhattan Township will not be responsible for damage or loss of personal property. Responsible party will assume all liability for guests' personal property.
3. All fees (rental & damage deposit) must be paid in full in order to confirm rental date.
4. No gambling or lotteries are permitted. Raffles and any other fundraising must be approved by the Township Supervisor prior to the event in writing. Collecting and/or selling admission is prohibited.
5. Use of Community Hall is subject to change at the discretion of the Township Supervisor.
6. Fire regulations limit the room capacity to 60 persons.
7. Manhattan Township asks that all persons be off premises by 10:00 p.m. You may request special permission from the Supervisor, in writing, to extend your time past 10:00 p.m.
8. If event cancellation occurs, please notify the Supervisor so that another group may be able to utilize the Community Hall.
9. Alcohol is only permitted on premises with proper documentation prior to event date. The responsible party is required to provide proof of Liquor Liability insurance coverage listing the Manhattan Township as an additional insured for \$1,000,000.00 (one million dollars).

**Damage deposit:** The Manhattan Township shall return damage deposit in the sum of \$75.00 in full or part, depending upon final condition of the rental facility. If damages result in additional fees, you will be required to pay them.

These conditions shall include, but be limited to:

1. Trash taken to outside dumpster and outside area is tidy
2. Tables & chairs are replaced to original location and on properly stored

Initial: \_\_\_\_\_

3. Floors swept clean of debris
4. No smoking in the building or within 15 feet of entrance
5. No pets/animals are permitted in building
6. No nails and/or pins in the walls
7. Remove all decorations, tape, etc. from the walls, furniture, etc.
8. No open flame or cooking permitted in hall
9. The organization or person whose signature appears on this contract will be responsible for the conduct of their members or guests and any damage to the Manhattan Township property resulting from the acts of same. Compensation for damage or loss will be based on actual cost.

**LIMITATION OF LIABILITY:** The Manhattan Township shall not be liable for any damage occasioned by failure to keep the facility in repair and shall not be liable for any damage caused by any part of the facility of premises. The undersigned agrees to indemnify and hold harmless the Manhattan Township from any damages or causes of action or personal injury of any kind that might occur as a result of the undersigned's use of the facility. Furthermore the Manhattan Township, shall not be liable for any damages of any kind in the event the Township Community Hall become unusable by the undersigned for any reason including by not limited to Acts of God.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Township Rep.: \_\_\_\_\_ Date: \_\_\_\_\_

**MANHATTAN TOWNSHIP COMMUNITY HALL CONTACT INFORMATION:**

Bill McGrath, Township Trustee

Phone: (815) 405-3624

Email: [bmcgrath@manhattantownship.com](mailto:bmcgrath@manhattantownship.com)

**\*\*Please make checks payable to Manhattan Township, PO Box 127, Manhattan, IL 60442\*\***

Initial: \_\_\_\_\_