

Plainfield Township



Fred Lewis • Supervisor
Sue Reilly • Clerk
Roma Bassi • Treasurer

Dianne Allen • Trustee
Micheal Reilly • Trustee

HALL RENTAL AGREEMENT Revised March 11, 2016

Date: _____
Person/Organization applying: _____
Address: _____

Phone #: _____

To be used for: _____

Eagle Pte Plaza Resource Ctr

Date to be used: _____

Time: From _____ To _____

Room: _____

Deposit: _____ Paid _____ Receipt # _____

Rent: _____ Paid _____ Receipt # _____

Deposit due at the time of reservation. All rental fees to be paid thirty (30) days before the event. Make checks payable to Plainfield Township. Forms must be signed by the applicant. Any payment deemed refundable will be mailed to the applicant. Deposit is non-refundable for cancellations. Board of Trustees must approve any exceptions. Note kitchen is heat and serve only.

To the fullest extent permitted by law the undersigned agrees to defend, pay in behalf of, and hold harmless the Township of Plainfield its elected and appointed officials, employees, volunteers, and others working in behalf of the township from any and all claims of damage, injuries, and/or litigation arising out of the use of the premises by the applicant and/or his or her agents or guests.

The Renter Agrees:

- To carry all necessary insurance for any alcohol related event.
- To pick up the key by 4:00 p.m. the day of the event or by 4:00 p.m. on Friday for a weekend event.
- To return the key to the office or place it in the drop box located outside of the hall or outside of the offices.
- To vacate the premises by 2:00 a.m.
- Not to use duct tape.
- To clean the premises and place all garbage in the dumpster provided by the township.
- To reimburse the township for any damages to premises, building, and equipment.
- To accept the premises in its present condition and return it in the like condition.
- No personal property shall be on the premises other than during the rental period.
- NO HELIUM BALLOONS AT RESOURCE CENTER (M-65).

Signature of applicant: _____ Date: _____