

# LODI TOWN HALL RENTAL AGREEMENT

DAY/DATE OF RENTAL: Day: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

TIME: From: \_\_\_\_\_ AM/PM (circle AM or PM)

To: \_\_\_\_\_ AM/PM (circle AM or PM)

RESPONSIBLE PARTY: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

FEE DUE: \_\_\_\_\_

**OFFICE USE ONLY:**

DATE FEE PAID: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

PAID BY (check one): \_\_\_\_\_ CASH \_\_\_\_\_ CHECK

RECEIPT #: \_\_\_\_\_

**Renters of the Lodi Town Hall agree to the following:**

- (1) Renters are only allowed access to the areas they have rented (each area includes use of the restrooms and utility closet (for tables, chairs, cleaning supplies)
- (2) Large meeting room capacity is: 50+/-  
Small meeting room capacity is: 15 estimated
- (3) 12 rectangular (36" x 96"), 4 rectangular (36" x 60"), and 1 round (60" diameter) tables are available for use (stored in utility closet)
- (4) Alcohol consumption is permitted w/approval of required license(s)
- (5) Decorate only tables. NO decorating of walls or ceilings is permitted and doing so will result in additional charges.
- (6) All areas rented should be left in the same condition in which it was before the event. Significant amounts of dirt or garbage left behind or damage to floors, walls, doors, windows or ceilings will be your responsibility and will result in additional cleaning and repair charges.
- (7) Return any chairs and tables used during your event to the storage area from the utility closet from which they were removed.
- (8) Sweep or vacuum the floors to remove any excess dirt or liquid spills. Broom & vacuum are in the utility closet.
- (9) Remove all leftover food (that you brought) from the refrigerator and wipe out any spills.
- (10) Place all recyclables (aluminum, plastic or metal) in the blue bin. Place any garbage in the trash bags provided and place in utility room. All will be picked up by a Town of Lodi Transfer Site employee.
- (11) DO NOT touch the programmable thermostats
- (12) Turn off all lights before leaving the building
- (13) Return key to the Town Hall office the following business day or drop in the secure drop box on the exterior wall to the left of the office entrance.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

TOWN HALL RENTAL  
FEE SCHEDULE

<u>Large Meeting Room</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 200.00*	\$ 250.00*
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee

**\* Town Residents \$100 for 4 hours or less; Non-Residents \$125 for 4 hours or less**

<u>Small Meeting Room</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 20.00	\$ 20.00
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee

<u>Kitchen only</u>	<u>Town Residents</u>	<u>Non-Residents</u>
Individuals/Families	\$ 25.00	\$ 25.00
Non-Profit Groups	\$ no fee	\$ no fee
Government Groups	\$ no fee	\$ no fee