

WOOD RIVER TOWNSHIP
APPLICATION FOR USE OF TOWNSHIP PROPERTY

Person renting hall must be 21 years of age or older
and be a resident of Wood River Township

NAME _____

ADDRESS _____

TYPE OF FUNCTION _____

REQUESTED DATE _____ TIME _____

CONTACT INFO #1 _____ #2 _____

Town Hall is located at 33 S. 9th Street, East Alton, IL 62024

1. To indemnify and hold harmless Wood River Township, its agents and employees from and against any and all loss, costs including attorney's fees, damages, expenses and liability and liability under worker's compensation laws in connection with claims for damages as a result of injury or death of any persons or property damage to any property which arises from or in any manner grow out of the use of the Township's facilities by the organization, its partner, members, agents, employees, customers, invitees, contractors and subcontractors.
2. That no admission fee shall be required nor shall any for profit activity occur during the use of the Township facilities.
3. To strictly utilize only the areas requested above. It is the responsibility of the applicant/organization to see that unauthorized portions of Township facilities are not used.
4. To provide adequate adult supervision at all times.
5. That the Township shall not be liable for personal property lost or stolen.
6. **Absolutely** no setting up the night before your scheduled day.
7. That smoking shall not be permitted.
8. That alcoholic beverages and controlled substances shall not be permitted on Township premises.
9. **Absolutely** no sitting on tables.
10. That if the event is cancelled, the applicant's agent shall notify the Supervisor's office as soon as possible but prior to the event.
11. That all permits are subject to cancellation if it is found that information on the application has been misrepresented.
12. To pay all deposits and predetermined costs prior to usage with adjustments to be made after usage.
13. **Absolutely NO PARKING** in front of Rosewood Pet Hospital. Vehicles will be towed.

14. CLEAN UP:

- Remove all decorations, tape, etc.
- All refuse must be properly removed and placed inside the dumpster in rear of the building with lid properly closed.
- Please do not move carts or drag tables and chairs across the floor.
- You must furnish own coffee pots, towels, dish soap, dish cloths, utensils, etc.
- Floors must be swept and mopped. All supplies necessary are in closet next to the men's room.
- There is a stove, oven, sink and refrigerator.
- Maximum capacity is 150 people.
- There are approximately 15 large tables, 3 small tables and 140 chairs.

ATTENTION UNDERSIGNED:

The person who rents this hall is responsible for the care of this building on the night it is rented.

If you choose to turn off the heat or adjust the temperature, it is your responsibility to turn it back on or return it to the original temperature of 68 degrees before you leave. Failure to do so could do damage and result in the loss of your deposit. **Please check the thermostat before you leave.**

Person renting the hall is also responsible for the care of all tables and chairs during your gathering. We will be checking all tables and chairs every day and any **damages or loss occurring on that day will be the responsibility of the person renting the hall that day.**

Price of a table \$ 125.00

Price of a chair \$ 35.00

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS WILL RESULT IN THE FORFEITURE OF FUTURE USE OF THE TOWN HALL FACILITY AND YOUR DEPOSIT.

Cash in the amount of \$100.00 deposit plus \$35 hall rental must be paid in the office of the Wood River Township Supervisor when reserving hall as a guarantee. This deposit fee will be deposited immediately and returned after inspection by the Township personnel. The rental fee of \$35.00 will not be returned.

Key must be picked up during office hours 8:30 AM to 4:30 PM Monday thru Friday. Office is closed Saturday, Sunday and holidays. The key must be returned to the office the day following the date of use of the Town Hall. For your convenience, a nite drop is available on the door of the Supervisor's Office. You may drop the key in the nite drop and then schedule your deposit refund Monday thru Friday following use of the hall. Failure to return the key within 5 (five) working days will result in forfeit of your deposit.

DEAD BOLT LOCKS ON BOTH FRONT AND REAR DOORS MUST BE LOCKED BEFORE LEAVING!!!!

EMERGENCY NUMBERS:

Michelle Stassi 973-5770

Mike Babcock 972-2550

PERSON SIGNING THIS CONTRACT MUST BE IN ATTENDANCE DURING THIS FUNCTION.

Signature

Date