

TOWN LIFE CENTER RENTAL AGREEMENT AND WAIVER

_____	_____	_____	_____	_____
Name	Date of event	Time of event	Space(s) to be rented	Fee
_____		_____	_____	
Address		Zip	Purpose of rental	
_____		_____	_____	
Home Phone number	Cell phone number	E-Mail		

IMPORTANT INFORMATION: (read carefully)

- A. TOBACCO PRODUCTS AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED IN THE FACILITY AND THE SURROUNDING GROUNDS BY TOWN ORDINANCE AND STATE LAW.
- B. All events must end by 11 pm; all guests must leave the facility and clean up completed by this time.
- C. Read Facility Rental Checklist carefully. Abide by Reminders for Facility Use and clean up expectations.

ADDITIONAL INFORMATION: (read carefully)

- A. Use the facility and clean it as if it were your own.
- B. The group using the facility is responsible completing all items on the checked Facility Rental Checklist listed in the "Before You Leave" section.
- C. Return the key to the locked mail box outside Suite 1 unless other arrangements have been made. Suite 1 is across the hall from the Men's Restroom, next to the Pepsi machine.
- D. The individual renting the facility is responsible for additional charges due to damages to the facility, additional cleaning of the facility required during or after use, or any violation of the rules listed above and on the Facility Use Checklist.
- E. Please be considerate of those who have rented the facility both before and after your group.
- F. If you have any questions, please call 982.6115 or 260.224.7433.

A key deposit of **\$50.00** may be required when the key is issued. The deposit will be returned if all cleaning requirements have been met. Refunds will be granted up to 10 days prior to the rental by written notice only, minus 20% administration fee.

I have read these rules and instructions and agree to follow them. I agree to take full responsibility for any cleaning or repair/replacement cost caused by failure to follow the above outlined rules and due to actions of individuals attending the event.

_____	_____	_____	_____
Renting party signature	Date	Check number	Receipt number
_____		_____	
Facility staff signature	Date		

Please have this form with you while using the Facility.

(OVER)

For Your Information:

Conference Room	9' x 32'	(Air conditioned & heated)
Merritt Room	26' x 50'	(Heated, no air conditioning)
Gymnasium	50' x 70'	(Heated, no air conditioning)
Men's & Woman's Restrooms		(Handicap accessible)

NOTE: Merritt Room & Conference Room are carpeted, no food and/or beverages permitted in these rooms.

Amounts may vary depending on other events:

Eighteen (18) 6' tables
Approximately 80 chairs

WAIVER

1. Historic Landmarks Foundation of Indiana, who owns the building, and the Town of North Manchester, Inc., who operates the Thomas Marshall Town Life Center, nor any personnel are responsible or liable to any claims, demands, costs or judgments for losses or injury arising out of the use of the property.
2. Any damages incurred to the facility during the rental period will be the responsibility of the organization/person using the property. Replacement values, labor and other costs will be used in calculating the reimbursement.
3. The Town of North Manchester, Inc., reserves the right to cancel any permission granted to rent the Town Life Center facility due to violations of these rules.
4. The organization/person who is using the property acknowledges that they have read and understand the rules and regulations regarding the use of the Thomas Marshall Town Life Center and agrees to abide by these rules and regulations.

Renting Party Signature

Date

Facility Staff Signature

Date