

WALKERTON PARKS & RECREATION DEPARTMENT

AGREEMENT FOR BUILDING RENTAL

Rental Rates and Deposit Rules:

A \$50.00 deposit is required for each reservation

In cases of cancellation, renters must cancel 48 hours prior to the reservation or the deposit will be lost.

Any damage must be reported to the Parks and Recreation Department. Failure to report damage will result in loss of deposit

Rental Rates (Youth and Community Buildings):

Deposit \$50.00

One day \$125.00

Day before set up additional \$20.00 when available

- The Walkerton Park & Recreation Department and the Town of Walkerton are in no way responsible for any injury or damage that may occur during or from the use of their properties.
- All rental fees and deposits must be paid before the key to the property is picked up and a rental slip must be presented at the time the key is picked up.
- Building key must be returned immediately following rental to the Police Department. Police Station is open 24 hours a day.
- Deposit shall be returned after maintenance inspection.
- Building shall be left in the manner that it was found. **Youth building diagram on back.** If the building is not left in the same manner after your function, maintenance hours that are spent for clean up and repair shall be taken out of the deposit. (i.e. crepe paper, trash, tables & chairs)
- Alcohol is allowed on premises but a uniformed policeman must be present on premises at all times at renters cost. Failure to abide will result in the loss of the full deposit.
- Charges will be applied if any damage occurs to counters, mirrors, tables and chairs.
- Various replacement fees- Tables- \$70.00 Chairs- \$25.00 Mirror(Youth Building)- \$250.00
- The Community Building contains 11 tables & 72 chairs.
- The Youth Building contains 16 tables & 114 chairs.

Our maintenance staff checks after your function to determine if your deposit will be refunded. Make sure that you have removed all decorations, tape, garbage, swept, etc. See checklist on back.

Renter keeps this portion.

Detach here - - - - -
Town keeps this portion.

Youth Building or Community Building
Circle One

NAME _____

ADDRESS _____

PHONE _____

\$50.00 Deposit received for the rental date of _____.

Date Received

Date Deposit Returned

Renters Signature

Town Employee Signature