



TOWN OFFICES RENTAL

The Town of Hildebran has two (2) connected offices that are available to rent by month. Each office has 560 square feet (approximately 21' 6" x 13'). The town offices are located in the Albert Parkhurst Municipal Complex at 202 South Center St., Hildebran.

The town offices come equipped with AC/Heat, electrical, water fountains, built in cabinets and has access to public restrooms.

RENTAL CHARGES - All rental charges must be paid in CASH.

Deposit: A \$100 security deposit is required at the time of booking. The deposit will be refunded, by check via mail, after the key(s) are returned to Town Hall and after an inspection of the town offices are found to be in the same condition as when they were originally rented. **Failure to clean up or comply with the Town Offices Rules & Regulations may result in expulsion from the town offices and forfeiture of all fees and deposit.*

Rental Fees: \$400/month, payable in advance by the 1st day of the month. **Long-term rentals will be required to complete a yearly lease and provide a certificate of insurance.*

BOOKING

The Town of Hildebran will book your reservation once all rental charges (deposit and all fees) are paid (in CASH), the Town Offices Rental Policy is completed in its entirety, and the Town Offices Rules & Regulations form is signed and dated. All renters must provide a copy of a valid driver's license or other photo ID.

Town Offices renters will be responsible for any damage or loss sustained as a result of the renter's occupancy of the Town Offices, and the \$100 security deposit shall be retained by the Town until all of said damages are paid for by the renter.

TOWN OFFICES RENTAL POLICY

RENTER INFORMATION

Name/Organization: _____

Mailing Address: _____

Phone: _____ Alternate: _____

Email: _____ Employer: _____

USES INFORMATION

Purpose: _____

Rental Month(s) Requested: _____

Office Use Only

RENTAL CHARGES:

Security Deposit: \$ _____

Rental Fee: \$ _____

TOTAL: \$ _____

Date Paid: _____

KEY:

I acknowledge that I have received the key(s) to the Town Hall offices and will only use the key(s) for my designated booking time. I will return the key(s) to Town Hall at the end of the final month of paid usage.

Signature: _____

Key(s) #: _____

Date key(s) returned: _____

Refund Deposit: Yes No

TOWN OFFICES RULES & REGULATIONS

Please familiarize yourself with the Town Offices Rules & Regulations

- Adult supervision of all individuals during event/activity/rental is required.
- The person responsible for the facility, as stated on the application, assumes full responsibility for all damages to the facility or to any Town offices items during his/her contract and will be responsible for all repairs to same.
- No smoking or use of any tobacco product or controlled substances, of any type, is allowed to be used or sold in or around the Town offices.
- No weapons (guns, knives, etc.) of any kind are allowed in the building or on the premises.
- Please leave the Town offices area clean with all trash placed in trash cans.
- No decorations or signage is to be permanently attached to walls, ceiling or floors.
- When leaving the building, all doors must be closed, locked and lights turned off.
- Only animals used in facilitating the needs of persons with disabilities are allowed inside the premises.
- Any person/group violating any of the above rules & regulations is subject to suspension from use of the facility and prosecution in the event of a law enforcement violation, as provided in the Town of Hildebran "Code of Ordinances."
- No person shall use loudspeakers, public address systems or amplifiers in the Town offices without written permission in advance from the Town.
- No alcohol shall be allowed on the premises.

I, the undersigned, agree to abide by all Rules & Regulations and hereby covenants and agrees that it will defend, indemnify, protect and save harmless the Landlord from the claims of all persons arising from or out of the use or occupancy of the demised premises by or under Tenant or Tenant's agents, employees, or invitees, save and except claims, arising from the negligence of Landlord or Landlord's agents, employees, invitees or Landlord's other Tenants. Tenant shall not be liable hereunder for any special, incidental or from the negligence of Landlord, Landlord's agents, employees, or invitees. Dependent upon the type of event, separate insurance coverage by the Tenant may be required. Failure to abide by any part of this Rental Agreement could result in Renter losing the privilege to rent in the future. I hereby acknowledge that I have received a key(s) to the above reference facility and a copy of both the Rental Policy and the Rules & Regulations in this agreement. All keys shall be returned to Town Hall within seventy-two (72) hours of receipt.

I, the undersigned, hereby agree to indemnify, protect and save harmless the Town of Hildebran from all claims, liability or lawsuits, including reimbursement of attorney fees in defending such claims and damage to real or personal property which arises out of, or results from the acts or omissions of the undersigned or resulting from the activities carried on by the undersigned and its employees, agents and representatives.

I have read and agree to abide by all Rules & Regulations.

Signature: _____

Date: _____