

Washington Township

Community Hall Board

Beecher, IL 60401

Dear Renter-

You (the Renter) have requested the use of the Washington Township Community Hall. This letter is to serve as notification that YOU will be liable for any damage(s) incurred while you are using any portion of the building or property. You are to follow any and all rules and regulations that pertain to the use of the Community Hall and property.

You are also advised that if alcohol is present on the premises of the Washington Township Community Hall and/or property during your usage period, then you, individually or the entity which is using the Building or property are NOT PROVIDED with any Dram Shop insurance by Washington Township or the Washington Township Community Hall Board of Managers. We recommend that you obtain Dram Shop insurance to protect yourself for any liability as a result of alcohol being consumed on the premises. Any alcohol provided is governed by Illinois Dram Shop Laws.

Please acknowledge receipt of this notification by signing and returning to:
Washington Township Community Hall Manager, Kellie Karstesen, PO Box 1444,
Beecher, IL 60401.

If you have any questions, please call 708-417-6403.

Sincerely- Washington Township Community Hall Board of Managers
BY: KMKarstensen

Signature of Renter/Responsible Party

Print Name

Date

Washington Township Community Hall

673 Penfield Street

Beecher, IL 60401

Rental Fee- \$125 each level Fee must be paid in advance of receiving key for hall rental.

Cleaning Deposit Fee- \$100 Deposit Fee is in addition to Rental Fee. Deposit is due upon request for rental date. Deposit Fee will be refunded provided all items on the clean-up checklist are completed, and after inspection of the building is found to be clean and restored to orderly condition with no damages. If upon inspection we find conditions that need to be addressed, the renter will be charged for cleaning and/or repairs of any damage. Additional fees may be charged for any repairs or damage by renters.

DEPOSIT IS NON REFUNDABLE IF RENTER CANCELS OR IS NO SHOW FOR RENTAL DATE.

Clean-Up Checklist

- All tables, countertops and stove are wiped clean.
- All chairs are placed back on chair racks.
- Remove all garbage bags (including bathrooms) and put in dumpster located in parking lot. Rebag all canisters with bags provided.
- Sweep all floors with large dust mop.
- Leave 2 tables up by North Wall and 2 tables up by West Wall (See pic on reverse)
- Stack remaining tables or place on cart.
- Make sure Front Glass Doors are locked.
- Make sure ALL lights are turned off prior to leaving.
- No chairs or tables are to leave the building.
- ONLY USE BLUE PAINTER'S TAPE FOR ALL DECORATIONS! Remove all tape when cleaning up.
- To Lock Up Building- Hold Open West Door (Red Door), lock door and place key inside landing before closing door.

Renter Signature _____ Date _____

Office Use Only

++++
_____ Deposit Paid _____ Rental Fee Paid _____ Checklist Approved _____ Deposit Returned
++++