

**LITCHFIELD TOWNSHIP
RENTAL / USE AGREEMENT FOR TOWN HALL / GAZEBO / PARKS**

Person / organization applying _____

Address _____

Telephone number of applicant _____ Litchfield Township Resident? YES NO

Purpose of Use or Type of Activity _____

Date (s) to be used _____

Rental fee and deposit must be in two separate checks made out to: Litchfield Township

1 st floor	\$100.00 Rental Fee	Deposit \$100.00*	Total	\$200.00	_____
2 nd floor	\$50.00 Rental Fee	Deposit \$100.00*	Total	\$150.00	_____
Rest rooms only	\$20.00 Rental Fee	Deposit \$50.00*	Total	\$ 70.00	_____
Gazebo / rest rooms	\$20.00 Rental Fee	Deposit \$50.00*	Total	\$ 70.00	_____
Gazebo / town hall	\$50.00 Rental Fee	Deposit \$100.00*	Total	\$150.00	_____
Gazebo only	No Charge				

*Deposit refundable after property rented has passed inspection by the Town Hall Manager. Deposit will be mailed to applicant.

INDEMNIFICATION AGREEMENT

_____ agree to defend, indemnify and hold harmless Name of Entity from any claim demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from Name of Entity by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arise out of this activity.

The Applicant Agrees:

1. To provide a certificate of insurance to Entity listing Entity as a certificate holder and additional insured in an amount not less than \$100,000.
2. That no alcoholic beverages or gambling are permitted on the premises.
3. That no smoking is permitted inside the Town Hall.
4. To clean the premises and place all refuse in containers provided by the Township
5. To return all Township property to designated storage spaces exactly as the applicant found it.
6. To accept the premises, including all furniture, fixtures, and equipment, in their present condition and return them in like condition.
7. That no Township property, including tables or chairs, will be removed from the premises for use at another location or for any other purpose.
8. To reimburse the Township for damages to the premises, building, or equipment.
9. That no personal property shall be on the premises other than during the rental/use period without prior permission of the Town Hall Manager.
10. Not to attach posters, signs or decorations to the walls, windows, doors and ceiling of premises.
11. Decorations may only be set on tables in such a way so as not cause damage, and must be removed after use.
12. That the premises shall not be used for any purpose other than the one described above unless written permission is first acquired for the additional use.
13. To conduct its activities on Township property so as not to endanger any person or property.
14. Not allow or to make any unlawful, improper, or offensive use of the premises.
15. To forfeit the deposit in the event that any of the forgoing conditions are not met.
16. To indemnify and hold harmless; Litchfield Township and its officials, agents and personnel against any and all claims for injury or damage, including all costs connected therewith, to persons or property arising out of the activities conducted by the Applicant on Township property.
17. That the Township reserves the right to terminate this agreement, or to remove Applicant or any of Applicant's guests in the event the requirements of this agreement are violated, or in the event any dangerous, disruptive, or unlawful activity is permitted to occur on Township property during the time covered by this agreement.

Date: _____

Signature of Applicant

Town Hall Manager Signature & Date