

HARRISVILLE CABIN
Reservation Contract



Reservation Date: _____

Purpose: _____

Size of Group: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell: _____

Employer: _____

Facility Time: From: _____ To: _____

Preparation Time: From: _____ To: _____

[Doors will open at the **EXACT TIMES** listed above. Harrisville City requires the responsible person to remain at the facility during the hours listed.]

FOR STAFF USE ONLY

Meeting (No Food): **\$100** Small Dinner: **\$150** Wedding/Open House: **\$400**

Receipt # _____ Cleaning Deposit: **\$300**

Residency & Age Verification

Driver's License #: _____ State: _____

Utility Bill & Picture ID: _____

For cash deposits, please sign and date below acknowledging that cash was returned.

Cash \$ _____ Returned To: _____ Date: _____

Deposit was retained on _____ for the following reasons:

By signing below I agree to the attached conditions and terms.

Signed: _____ Date: _____

THE FOLLOWING POLICIES AND GUIDELINES WILL BE MET WHEN RENTING THIS FACILITY

1. _____ I have provided proof that I am a Harrisville resident who is 18 years of age or older and will be in attendance at the function I am renting the facility for. I shall accept full responsibility and be liable for those in attendance. I understand that failure to abide by this Agreement may result in the loss of city privileges in the future.
2. _____ I understand that any violation of the guidelines in this contract will result in forfeiture of the security deposit. If there are any damages to the facility, contents, park grounds, or parking area the deposit will be forfeited and I may be fined, and/or lose rental privileges.
3. _____ I understand that the rental fee and deposit fee must be paid by **me** or other persons must provide proof of residency to pay the rental fee and deposit fee on my behalf.
4. _____ **NO ALCOHOL OR ILLEGAL DRUGS ARE TO BE CONSUMED, STORED, OR BROUGHT INTO THE FACILITY OR SURROUNDING PREMISES, INCLUDING THE PARKING LOT AND PARK AREA.**
5. _____ **NO SMOKING ALLOWED IN THE FACILITY OR ON THE GROUNDS.**
6. _____ **I will provide my own 55 gal trash bags to line the inside cans.** All garbage will be put in plastic bags and placed in the dumpster outside of the building. There will be no garbage left on the tables, chairs, cabinets, or surrounding premises.
7. _____ The facility will be left clean. Floors will be vacuumed, swept, or mopped as **needed**. Cabinets, tables, and chairs will be wiped off, the microwave and stove wiped out, and the refrigerator emptied of food and wiped clean. The rest room floors and sinks will be left clean of garbage and debris.
8. _____ The facility will be used "as is" with no alterations to the equipment, building, lighting, etc. No nails or damaging adhesives are permitted.
9. _____ All decorations will be limited to the main room of the facility. There will be no tape, nails, or adherence of decorations or anything else to walls, windows, or furnishings. If decorations are used, all traces of the decorations must be removed from the chairs and tables including such things as paper, tape, fishing line, balloons, etc.
10. _____ Removing furniture, appliances, supplies, etc. from the building is prohibited. All tables and chairs must be folded and put away.
11. _____ I will provide the **PRECISE DATE AND TIMES** that I will be using the cabin. I realize that I can only rent the cabin from 7:00 A.M. to 12:00 A.M. I must have the cabin cleaned and gone by 12:00 A.M. There will be no overnight functions.
12. _____ I will follow the instructions carefully to prevent damage to the speakers and microphones with the sound system. The volume of any music used must be kept to low levels

that will not disturb the neighboring residents. If there are complaints, the music will cease immediately.

13. _____ Cancellations will be accepted up to two weeks prior to the reservation day. A cancellation fee will be retained by the city of **\$25.00. After the two week deadline, the entire rental fee will be retained by the city.** (No exceptions will be made.)
14. _____ I am responsible to furnish my own tablecloths, dishtowels, dish soap, kitchen utensils, and any cleaning supplies that may be needed. A vacuum is provided.
15. _____ A security deposit of \$300.00 must be left at the time of the reservation. Renters will be charged for costs above and beyond the \$300 for any stolen or damaged equipment. The renter acknowledges that civil or criminal action may be taken against them if damage occurs to the Harrisville Cabin or grounds.
16. _____ The day reserved is the **ONLY DAY the renter may enter the facility.**
17. _____ All non-profit organization must bring proof of non-profit status (Form #501C3) and will be determined on a case-by-case basis. Non-profit groups will be required to provide the security deposit and abide by these same terms and conditions.

Cleaning Checklist:

- _____ Floors will be vacuumed, swept or mopped **as needed.**
- _____ Cabinets, tables, and chairs will be wiped off.
- _____ The microwave and stove wiped out.
- _____ The kitchen sinks left clean.
- _____ The refrigerator emptied of food and wiped clean.
- _____ The rest room floors and sinks will be left clean.
- _____ All garbage removed to the outside dumpster.
- _____ Remove excess food from premises.
- _____ Turn off all lights, close all windows, and leave the building secure.

Thank you for being considerate of the "Harrisville Cabin" property