



☐ **Community Hall Exclusive Use Agreement**

The information collected on this form to be completed by each individual wishing to reserve the Community Hall for exclusive use, submitted to the Village of Golf Manor Village Administrator's Office, with the appropriate fee, at least 15 days prior to the requested reservation date. Please complete all fields:

DATE OF APPLICATION:		DATE(S) OF EVENT:	
NAME:		TIME RESERVED:	
ADDRESS:		DESCRIPTION/PURPOSE OF EVENT:	
PHONE:			
EMAIL:		<input type="checkbox"/> FOOD VENDOR REQUEST (see #6) - LIST VENDOR(S):	<input type="checkbox"/> MERCHANDISE VENDOR REQUEST (See #6) - LIST VENDOR(S):
COMMENTS:		<input type="checkbox"/> LIQUOR AUTHORIZATION REQUEST (See #7)* - LIST VENDOR(S):	

☐ **Rental:** Lessee shall pay to the Village in full, \$_____.00 for a minimum 2-hour period and an additional \$_____.00 for each additional hour for the use of the Hall as provided herein for a total of \$_____.00 for the requested time period stated above. Payment shall be made to the Village on or before _____, 20____ (Insert date two weeks prior to date of event.)

☐ **Security Deposit:** Lessee is required to post \$_____.00 as a security deposit. Further, in the event that Lessee cancels this agreement at least two (2) weeks prior to the scheduled event, they will receive fifty percent (50%) of their security deposit. In the event that the event is cancelled within two (2) weeks of the scheduled event, they will not receive a refund of any of their security deposit. Said deposit shall be returned to the Lessee, without interest, within a reasonable period, generally seven (7) business days of the date of the event, presuming Lessee shall have left the facility clean and not damaged, and shall have fully and faithfully performed all of the covenants under this Agreement. Any expenses which the Village incurs to remedy the facility shall be deducted from the security deposit. This does not affect the Village's ability to pursue further damages as a result of the Lessee's use of the facility.

STATEMENT OF UNDERSTANDING

By my signature below, I affirm that all information in this application is true and accurate. I understand that a copy of the approved agreement must be available for review, upon request, by a Village official during the event. I have read, acknowledged, and agree I am responsible to abide to the terms and conditions set forth as summarized on the reverse of this document as a convenience. The actual text of the Ordinance supersedes all statements within.

Resident Signature:		Date:	
Village Authorization:	Title:	Date:	
Police Authorization:*	Title:	Date:	
Payment Received: \$	Deposit Received: \$	By Name/Title:	Date:



COMMUNITY HALL USE AGREEMENT

1. ☐ **Demised Premises:** In consideration of the rents to be paid any of the covenants, terms, and conditions to be kept and performed herein provided, Golf Manor grants exclusive use of the Community Hall (hereinafter, "the Hall") during the date and time period described herein.
2. ☐ **Change of Use:** Lessee may use the facility only for such event as referenced above.
3. ☐ **Capacity:** Capacity under the terms of this lease is limited to 150 people.
4. ☐ **Control of Facility:** The Lessee is to be on the premises during the time of the scheduled event and it is understood that the Village does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations.
5. ☐ **Right of Entry:** Duly authorized representatives of the Village may enter the demised premises at any time on any occasion without restrictions whatsoever. All facilities, including the area which is the subject of this agreement, shall at all times be under the charge and control of the Village. The Village reserves the right through its duly authorized representative to enter any portion of the demised premises and to eject any objectionable person or persons from said premises and upon the exercise of this authority, the Lessee hereby waives any right and all claims for damages against the Village and its said representatives, jointly and severally.
6. ☐ **Food Service/Vendors:** Food and merchandise vendors must be approved in advance by the Village Administrator. Food vendors must submit copies of Board of Health or other business licenses approving operation within the jurisdiction. The licenses will be on file with this permit at the Village Administrator's office.
7. ☐ **Alcoholic Beverages:** No persons shall possess or consume alcoholic beverages within the facility except when a prior Liquor Authorization has been issued through the Office of the Village Administrator with the approval of the Chief of Police, or his/her designee. A Liquor Authorization Application Form is available through the Office of the Village Administrator and/or through the Village website. Vendors must submit copies of liquor control or other business licenses approving operation within the jurisdiction. The licenses will be on file with this permit at the Village Administrator's office.
8. ☐ **Repairs/Maintenance/Cleanup:** Lessee shall use reasonable efforts to maintain the Hall during the time periods occupied and shall return the facility after use to the state of cleanliness the Hall was in prior to the use, including returning all tables and chair to their storage position prior to the event.
9. ☐ **Damage to the Premises/Responsibility for Facility:** If demised premises or any portion of the demised premises or its fixtures during the term of this agreement shall be damaged by the act, default, or negligence of the Lessee, or of the Lessee's agents, employees, patrons, guests, or any person admitted to said premises by the Lessee, Lessee agrees to pay the Village, upon demand, such sum as shall be necessary to restore said premises. Lessee does hereby assume full responsibility for the character, acts and conduct of all persons admitted to said premises or to any portion of said premises (including restrooms, kitchen, cooler, storage, hallways or adjoining outdoor areas) by the consent of the Lessee or by or with the consent of any person acting for or on behalf of the Lessee.
10. ☐ **Improvements and Fixtures:** Lessee shall not make any improvements, add any fixtures or make any alterations whatsoever to the Hall or any adjoining area.
11. ☐ **Quiet Possession:** Lessee agrees by paying the rents and observing and keeping the covenants of this Agreement, shall lawfully, peaceably, and quietly hold, occupy and enjoy the Hall during said Term without any hindrance, ejectment or molestation by the Village or by any person or persons lawfully claiming under it.
12. ☐ **No Smoking/Vaping:** Lessee shall not permit smoking, the use of tobacco products or vapor use products within the demised premises or building at any time.
13. ☐ **Responsibility for Property:** The Village assumes no responsibility for property placed or left in the demised premises. All personal property must be removed from this facility by Lessee as provided in this Agreement during the time frame for "clean up" as provided in this Agreement.
14. ☐ **Communication During Event:** During after-hours events, Lessee is responsible to notify Golf Manor Police Department officer on duty of any incident that occurs. A telephone is provided in the Hall. During building open hours, Lessee should contact administration staff on duty.
15. ☐ **Entire Agreement:** This Lease constitutes this entire Agreement
16. ☐ **Successor and Assigns:** This Agreement and all of its terms, covenants, and provisions shall inure to the benefit of and be binding upon the parties and their respective successors and assigns.
17. ☐ **Notices:** Any notice required to be properly given under the term thereof shall be given at the names and address below.
18. ☐ **Non-Discrimination Policy:** Those persons or entities using Village Parks, or reserving Village Parks, must act consistent with the Village policy to combat discrimination and to guarantee equality and inclusion as detailed in Ordinance 2019-10.
19. ☐ **Village Exemption:** Village sponsored events that are open to the public are exempt from these Rules. Permission, a license, or a permit issued by the Village does not equate to Village sponsorship of an event. Consistent with ADA Guidelines governing accessibility, any exception will be recognized to these Rules and Regulations for persons with disabilities.
20. ☐ **Counterparts:** This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute the same document.

Acknowledgement:

Signature: _____ **Print Name** _____ **Date:** _____