

## Echo Community Hall Rental

See Below the List of Cleaning That Must Be Completed After You Are Done Using the Hall

Failure to do so will result in part or all of your deposit being withheld.

All Supplies are located in the supply closet

1. All garbage's shall be emptied and a new can liner placed in the container. Please note, that if there is a little bit of debris in the bottom of the can we of course do not want you to waste a garbage bag, however if any food or liquid is present please take it out.
2. Vacuum Carpet
3. Replenish toilet paper if needed. Leave 2 full rolls on toilet tank.
4. Sweep ALL floors and Mop ALL floors if necessary. A fee will be deducted from your damage deposit if city employee needs to mop.
5. Remove any personal items from the hall unless pre-arranged with the City Clerk. Any items left behind will be discarded.
6. All Lights and fans should be turned off.
7. Any dish towels that are used please place in the laundry hamper at the back wall of kitchen. Be sure to Wipe Down all countertops.
8. Extra Tables that you set up shall be put away in the proper storage area.
9. Extra Chairs that you use shall be placed on carts and stowed in the proper closet (all carts fit in the closet)
10. Be sure that all exterior doors and windows are locked upon leaving the building.

Large RCA Flat Screen TV and Sony DVD Player available to use at no extra fee.

By signing this agreement, I declare that I have read, understand and agree to all of the terms and conditions of this Agreement.

\$100 Rental Fee: Cash or Check # \_\_\_\_\_

\$200 Damage Deposit: Cash or Check # \_\_\_\_\_

Damage Deposit returned after event or shredded if check if no damages.

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Hall Rental Date \_\_\_\_\_

Hall Pin Code \_\_\_\_\_

The City Clerk of Echo, Minnesota duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_. By: \_\_\_\_\_ City Clerk