

**VILLAGE OF KIMBERLY  
Hall Rental Agreement**

**Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Day:** \_\_\_\_\_ **Night:** \_\_\_\_\_

**Day of Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Time of Event\*\***(Include Set-up & Clean-up time) **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_ **Attendance:** \_\_\_\_\_

**Room(s) Requested:**

_____ Evergreen (100/90)	_____ Aspen ( 8 conference)	_____ Kitchen for food prep (\$7.50)
_____ Cedar (54 Banquet)	_____ Birch (12 conference)	
	_____ Aspen/Birch (20/NA)	

The below set up is for **EVERGREEN ONLY**

**Setup Style (circle one)**                      Theater                      Conference                      Banquet                      Classroom

**Will your group need additional amenities?**    Buffet table            Head table            Gift table

**Comments/Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Rental Fees \$** \_\_\_\_\_ **5% Tax \$** \_\_\_\_\_ **Total \$** \_\_\_\_\_ **Rec'd On/By** \_\_\_\_\_

**Security Deposit \$** \_\_\_\_\_ **Key #** \_\_\_\_\_ **Rec'd On/By** \_\_\_\_\_ **Retn'd On/By** \_\_\_\_\_

I have read: "Terms of Rental", "Liquor Liability and You", and "Hold Harmless Clause" and agree to comply with all of the terms and conditions stated.

\*Key must be picked up on the business day prior to the event.

\*\*Maximum rental period is from 8:00 a.m. until 1:00 a.m.

\*\*\*To receive full deposit back, room must be left in clean condition with no damage.

**Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Village Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_