

**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)	_____ Beer Tap/Cooler (\$3.00)
_____ Cedar (54 Banquet)	_____ Birch (12 conference)	_____ Kitchen for food prep (\$7.50)
	_____ Aspen/Birch (20/NA)	

Setup Style (circle one) Theater Confererence 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: _____

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