

HALL RENTAL FORM

Contact Information

Full Name		
Member	YES	NO
Address		
Phone	Home:	Mobile:
email		

Hall Rental Information

Requested Dat(s)		
Total Number of hours/Days		
Rent per day		
Refundable Deposit		
Total Amount Due		
Sound System	YES	NO

1. If rent is not received 2 weeks prior to the event, HTKC has the right to deny the renter access to the Hall. HTKC, furthermore, has the right to rent the Hall to another party.

2. The renter is liable for any damages to the Hall. HTKC, furthermore, may require liability insurance.

3. Rent covers a period of 4 hours, 8 hours and 24 hours - please refer to the Fee Schedule and Rental Options Table attached with this form.

For 24 hours rental, it is from 8AM on the first requested date to 8AM on the day after the requested date. If the Hall is not rented and is available the day before the first requested date, HTKC may grant the renter access to the Hall at 5 PM for use of the kitchen for meal preparations and decorations. This arrangement is on a case-by-case basis only, so please consult with HTKC. If the Hall is used for any other purpose, the renter will be charged for an additional day

4. Rent includes the use of the furniture (chairs, tables, etc.), kitchen without utensils and stage. Rent does not include sound system technician, cleaning charges and supplies. Renter furthermore is responsible for bearing the cost of any additional chairs, tables, etc. which are rented from an outside rental company.

5. If the sound system is needed, it should be operated by approved HTKC contracts provided in the rental form. The renter is responsible for making payment directly to the vendor.

6. The renter is responsible for removing all decorations and personal belongings as well as all leftover beverages and food from the kitchen. If the Hall is not returned in its original condition, the renter may incur additional charges.

7. HTKC does not permit alcohol or meat on the HTKC premises at any time. HTKC will immediately evict the renter if there is any violation of this rule. The renter, furthermore, will forfeit any rent paid.

hereby wish to rent the Hall for the following date(s): _____

I agree to adhere to the above rules established by the HTKC board of directors. I will be personally liable for the payment of rent and will assume full liability for any damages to the Hall that may occur during my rental of the Hall.

Name:

Signature:

Date: