

NEWHALL PARK PAVILION RENTAL AGREEMENT

Read all rules before signing

RULES

- NO SMOKING in any part of the building
- Return all items to where you found them including tables and chairs (except for the months of May-August tables should remain up and chairs only should be put on racks).
- DO NOT USE NAILS, TACKS, STAPLES, TAPE, OR ANYTHING ON THE WALLS, DOORS, OR TABLES, this includes command strips). Leaning heavy items against walls that leaves a mark is also not allowed.
- No pets are allowed inside the pavilion – service dogs allowed

CLEANING

- Wipe off all tables, chairs, counters, and appliances
- SWEEP and MOP floors – this is required
- Clean-up all messes or spills in the restrooms, including the garbage, floor, sink, and toilets. Don't forget the garbage and check stall doors and toilets carefully
- Pick-up all trash and cans outside the building – ALL trash MUST leave with you
- Drape damp or wet towels over the counter and sink to dry (and don't take them home, we will wash them)
- Do not remove valances from the windows
- Turn off ALL lights and fans – including the restrooms – outside lights should remain on
- Lock all doors and windows
- Pavilion is yours 8am to midnight the day you have reserved – this includes cleaning
- When leaving – turn thermostat to 55° in winter and 78 ° in the summer
- Return key within 24 hours to the City Hall or the night deposit box

DEVIATING OR OMITTING ANY OF THE ABOVE INSTRUCTIONS OR RULES GIVES THE CITY THE RIGHT TO CASH YOUR SECURITY DEPOSIT ON FILE AT CITY HALL – PLEASE REFERENCE THE FEES ON THE BACK OF THIS PAGE

I have read the instructions and by signing I agree to all of the rules and cleaning and will be notified by phone if the city is cashing my deposit check.

Name _____ Date Signed _____

Date of Event _____ Event _____

Deposit _____ Rental Fee _____ Phone Number _____

Over

The following fees will be deducted from your deposit if not completed. The city will cash your deposit check and reimburse you any remaining amount after the below charges have been deducted. **THANK YOU IN ADVANCE FOR FOLLOWING OUR RULES.** We appreciate you helping us keep our pavilion in good condition.

Garbage was left in bags or in the restrooms	\$	25.00	<input type="checkbox"/>
Lights and fans were left on	\$	25.00	<input type="checkbox"/>
Doors and windows were not locked, and key not returned within 24 hours	\$	25.00	<input type="checkbox"/>
Floors not swept or mopped	\$	25.00	<input type="checkbox"/>
Toilets and sinks were not clean	\$	25.00	<input type="checkbox"/>
Items were hung or leaned on wall and marks were made	\$	25.00	<input type="checkbox"/>
Chairs, tables and appliances were not wiped down	\$	25.00	<input type="checkbox"/>
Chairs were not returned to the racks	\$	25.00	<input type="checkbox"/>
	\$	200.00	<input type="checkbox"/>