

TOWN OF WESTPORT, INDIANA

207 Johnson Avenue
Westport, Indiana 47283
(812) 591-3500 Fax: (812) 591-3953
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APPLICATION FOR RENTAL OF THE TOWN HALL

Name of person, Group or Organization _____

Person Responsible, if other than above _____

Address and Phone Number _____

Date(s) requested _____

Time of Event Start _____ Finish _____

Type of Use (circle): Regular Meeting ___ Special Meeting ___ Dance ___
Lecture ___ Dinner ___ Other

Approximate number of people expected _____
Public Event Private Event

Numbers of times and dates required for preparation _____
Decorations, alterations or structural changes desired (please describe in detail)

Special requirements: _____

Security deposit is attached yes ___ no ___

Rental fee is enclosed yes ___ no ___

Rate to be charged \$ _____

NOTE: All rental fees and security deposits must be received no later than two weeks prior to event.

I _____ have read the policy on rental of the town hall and the specific rules and regulations regarding the building/property to be rented. I agree to abide by them and that my guests will do likewise.

SIGNATURE

DATE SIGNED

Rules for rental of the Town Hall:

- * The furniture, pictures, banners, etc. may not be moved without permission of the Town Council. If there is a special request, notify the Clerk Treasurer prior to the day of the event.
- * It is the responsibility of the person booking the facility to arrange for times to get in, and for times to set up if desired.
- * All scheduling will be done through the Clerk Treasurer's Office and with the permission of the Westport Town Council.
- * No alcoholic beverages will be permitted on this government property.
- * No smoking will be permitted in the Town Hall.
- * The Town of Westport is not responsible for any personal injury or bodily harm during any usage.
- * The Town of Westport is not responsible for any lost, damaged or stolen personal items at any time.
- * Youth and children are welcome to use the building, but an adult must be present to supervise. Parents are to be responsible for their children and their behavior at all times.
- * Kitchen and appliances shall be cleaned of all food and stains after use by the group who has scheduled the activity in the facility.
- * All appliances shall be turned off after each use.
- * All trash shall be emptied into sealed plastic bags and placed into a trash container. Trash must be removed from the building to the delegated area.
- * The floor of the Town Hall shall be cleaned up after each use.
- * All Tables and chairs should be wiped down and returned the way you received the hall.