



COMMUNITY ROOM RENTAL APPLICATION

DATE OF APPLICATION: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

ORGANIZATION NAME _____

TYPE OF EVENT _____

- Town of Rome Resident Property Owner (Non-Resident)
 Non-Resident Rome Civic Group (No Charge) Other Civic Group

ROME PROPERTY ADDRESS: _____

MAILING ADDRESS (if different) _____

RENTAL DATE(S)/TIME(S): _____
(include all dates/times needed
for set-up/preparation) _____

RATES (check all that apply):

Town of Rome Resident		Non-Resident Property Owner	
Security Deposit	\$200.00	Security Deposit	\$200.00
Hall – Family Event (Shower, Funeral, Party)	No Charge	Hall – Family Event (Shower, Funeral, Party)	No Charge
Hall – All other uses	100.00	Hall – All other uses	\$200.00
Kitchen	\$75.00	Kitchen	\$100.00
Non-Rome Civic Group		Non-Property Owner	
Security Deposit	\$200.00	Security Deposit	\$500.00
Hall	\$100.00	Hall	\$500.00
Kitchen	\$75.00	Kitchen	\$200.00
Activity Custodian – needed for any event where alcohol is served:			
First 4 hours (minimum)	\$60.00	Per hour over 4 hours	\$15.00

THIS FORM MUST BE COMPLETED BY EACH GROUP USING THE ROOM, HOWEVER, THERE IS NO CHARGE FOR ROME CIVIC GROUPS

Payment Terms: Security Deposit and 50% Down to hold the date – Balance due no later than ten (10) days prior to the event.

DATE: _____ AMOUNT: _____ CHECK # _____ CASH OTHER

RECEIVED BY: _____

DATE: _____ AMOUNT: _____ CHECK # _____ CASH OTHER

RECEIVED BY: _____

RENTAL TERMS:

- Property owners may rent the Community Room for use by immediate family members ONLY. Immediate family members are parents, grandparents, children or grandchildren.
- Cancellations must be in writing 30 days before event for the Security Deposit & 50% down to be refunded. After 30 days no refund will be given.
- Any damaged or broken items will be deducted from the Security Deposit.
- Renter shall be responsible for tables being cleaned and any tape removed before putting back in racks, chairs put back in racks, decorations removed including tape on walls, trash taken to outside containers and new liners put back in garbage containers, ice removed from freezer, no items left in walk-in cooler or refrigerator. Failure to comply will result in a cleaning charge of \$30/hour withheld from the Security Deposit.
- No:
 - Use of thumbtacks or staples
 - Sitting or standing on tables
 - Beer tapped or band playing after midnight
 - Exit doors blocked at any time
 - People or personal belongings on premises after 1:00 a.m.
 - Underage alcoholic beverage drinking – patrons not complying will be asked to leave the premises
 - Balloons weighted with sand or pebbles
 - Smoke machines may only be used by a band or DJ
- Kitchen: Floor, counters, walk-in cooler, refrigerator and garbage containers must be cleaned before vacating. Towels and food containers are not supplied. Town property may not be used to take home leftover food.
- If alcohol is served, a responsible adult must be tending the bar.
- If beer is going to be SOLD, a beer license must be applied for at the same time application is made for the hall. There must be a licensed bartender on the premises at all times.
- Personal items cannot be left in the Community Room overnight.
- Decorating of the hall will be done during the hours when the hall is open. A fee of \$20.00 per hour will be charged with a 1 hour minimum if the hall is open beyond those hours.

I have read this contract and agree to abide by the terms set forth therein.

Renter signature

Date

If you have any questions or concerns please call Wendy at 715-325-8023.