

# Clifton Town Hall - Facility Use Contract

Applicant/Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Info:

Type: \_\_\_\_\_ (What is your event?)

Responsible Party/Parties Throughout Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start/End Times: \_\_\_\_\_ to \_\_\_\_\_

Will you serve food? \_\_\_\_\_ Alcohol? \_\_\_\_\_ (Copy of ABC Permit Required)

Will you have music? \_\_\_\_\_ What type? \_\_\_ Live \_\_\_ CD/MP3

Will you use the exercise mats? \_\_\_\_\_ (If yes, please wipe clean after use.)

## Event Fees: Make ALL Cheques Payable to "Town of Clifton"

Cheque #

\_\_\_\_\_ \$100.00 Security Deposit (Required for all events. Destroyed upon clean inspection)

\_\_\_\_\_ \$100.00 Reservation Fee (Required for all events. Applied to total rental fee)

\_\_\_\_\_ \$75-\$275 Cleaning Deposit (Optional. Covers normal post event clean-up **ONLY**.)

*See Rental Policy for fee schedule to calculate Total Rental Fees for your event.*

\_\_\_\_\_ Total Rental Fees

\_\_\_\_\_ less Reservation Fee

\_\_\_\_\_ Balance (due within 24 hours of event start)

## Renter's Agreement

I agree to abide by the terms of this agreement and the Rental Policies & Procedures document.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cleaning Deposit Waiver:** \_\_\_\_\_ \*I understand that by opting out of the Cleaning Deposit, I will be charged additional fees for ANY post-event clean-up required.

Facility Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return Completed Paperwork to:

Clifton Town Hall  
Attn: Darrell Poe  
12641 Chapel Road  
Clifton, VA 20124