

HERITAGE BARN RENTAL AGREEMENT

CONTRACT NAME _____

ADDRESS _____

PHONE# _____

ALCOHOL PERMIT REQUIRED _____ YES _____ NO

DATE RESERVED _____

RENTAL FEE AGREEMENT \$ _____ DATE PAID _____

CLEANING, DAMAGE OR POLICY VIOLATION DEPOSIT \$ _____

DATE PAID _____

TYPE OF EVENT _____

In consideration of reserving the Heritage Barn facility owned by the Town of Lyman, the above named person agrees to the following conditions:

- Building will be available for use at 10:00 a.m. and must be vacated by 1:00 a.m. the morning following the event. The facility must be thoroughly cleaned and left in a condition suitable for the next users. Cleaning supplies are available. Users are responsible for clean-up, including sweeping, mopping (if necessary), returning tables and chairs to storage racks, removing food, decoration, turn off lights, restrooms cleaned, and lock doors. PLEASE EMPTY ALL TRASH CONTAINERS BEFORE LEAVING AT NIGHT.
- Name on reservation is responsible for the facility no sub-leasing is permitted. You must be 21 years or older to rent the facility.
- No alcohol is allowed on premises unless a Alcohol Permit has been signed by the Mayor.
- Keys must be returned the following day after renting the facility or the following Monday of a weekend event.
- No tape, fun tack, adhesive of any kind, staples, or nails on wood floor or walls.

- DO NOT REMOVE ANY TABLES OR CHAIRS FROM THE BUILDING.
- Refund of deposits will be available by 10:00 am the following work day. The Town of **Lyman has the right to deny deposit refund if building/grounds are not properly cleaned or damage to property occurred during the event or any of the policies were violated.** Any damage that exceeds the amount of deposit will be billed to renter.
- No refund will be issued for weekday cancellations within twenty-four hours, weekend cancellation within 10 days.
- Exit areas must remain clear and exit signs must not be blocked or covered by decorations.
- If the event is being catered, the caterer must have a business license from the Town of Lyman. Renter/caterer is responsible for leaving the kitchen area clean. Any left-over food or beverage must be removed before vacating the premises.
- NO BBQ grills of any kind are allowed on the concrete.
- Because of safety issues if Public Works Department get an emergency call from the elevator that is not a true emergency (kids playing in the elevator) you will be assessed a \$50.00 fee. **PLEASE** insure that children do not play in the elevator.
- It is your responsibility to make sure **ALL** doors upstairs and downstairs are securely locked. (**upstairs door slightly sticks please make sure it is pulled shut**)
- No animals allowed in the Heritage Barn.
- Microphone is available to check out at the Clerk's Office (free of charge).
- **All health guidelines must be followed.**
- **REMEMBER** If you have a weekend reservation the key will need to be picked up by 4:00 p.m. THURSDAY, at the time of receiving the key the cleaning/damage deposit will be due CASH OR CHECK ONLY. The Clerk's Office is closed on Friday's

Signature _____ Date _____

Cleaning, Damage or Policy Violation deposit returned Date _____

Signature _____ Date _____

HERITAGE BARN RENTAL FEES

NON PROFIT AND PRIVATE FUNCTIONS: (FAMILY, WEDDINGS, PARTIES)

User Fee: \$250.00 per day Cleaning, Damage or Policy Violation Deposit: \$500.00 (cash or check only)