

OLD TOWN HALL

CITY OF SALEM

RENTAL AGREEMENT AND APPLICATION

Contact Name: _____

Organization: _____

Street Address: _____

City, State and Zip: _____

Telephone: _____ day _____ evening E-mail Address: _____

Date of event: _____

Time of event, from: _____ to _____ Expected Arrival: _____ Departure: _____

Number of guests: _____ Type of event: () Wedding () Performance () Concert () Other _____

Third Party Listings (Please list name of business, contact name and phone number):

Rental Company: _____

Florist: _____

Other (specify musicians, liquor store, etc): _____

Rates:

Please see rental rates sheet attached.

Fees:

Rental Fee: _____ Per event based on Rental Rates Sheet

Staff Fee: _____ Per hour based on Rental Rates Sheet (Provided in a separate check)

Donation: _____ Weddings Only

Cleaning Fee: _____ Weddings Only

Police Fee: _____ Based on Rental Rates Sheet (if applicable)

TOTAL FEE: _____

Refundable Security Deposit: \$250 Provided in a separate check

Payment Schedule _____ 25% non-refundable deposit due with signed contract

_____ Balance due a minimum of 30 calendar days prior to event (including refundable security deposit)

By signing this Rental Agreement and Application, I acknowledge that I have reviewed the Rules and Regulations of Old Town Hall and agree to abide by all such Rules and Regulations. Any violation of any rule or regulation may result in the termination of my event and forfeiture of all fees paid. The Rules and Regulations are incorporated into this contract and are attached hereto as Exhibit A.

Client Signature _____ Date _____

*Please contact the Function Hall Manager the week prior to your event to find out the name of the staff working your event.