

TOWN OF BROOK

Rental Information

COMMUNITY CENTER

Renter to provide proof of certificate of liability of insurance

Rental Information:

- All rentals are subject to a **\$200.00** deposit, to be returned upon inspection of the facility.
- Deposit will be refunded within 30 business days.
 - Non-Profit Rental: No Liquor **\$000.00**
 - Individual Rental: No Liquor **\$150.00** With Liquor **\$250.00**
 - For Profit Rental: No Liquor **\$150.00** With Liquor **\$250.00**
- Additional Rental days needed for set-up/tear down **\$25.00 /day**.

Facility includes:

- Gymnasium
- Front foyer
- Bathroom facility
- Full Kitchen
- Table and Chairs

Alcohol Clause:

Renters are required to obtain all permits from the Indiana ATC and shall provide evidence of compliance to the Town of Brook prior to the rental date. Security must be provided for any group in excess of 50. No alcoholic beverages shall be served or consumed by any renter or guests outside of the rental facility.

****Paid rentals will take precedence over Not For Profit groups**

****All set-up and clean-up of the facility is the responsibility of the renting party. Please return the facility to the state of which you found it. Please deposit all trash into the dumpster.**

Facility may be reserved by contracting the Brook Town Hall at (219) 275-6181

TOWN OF BROOK

COMMUNITY CENTER RENTAL AGREEMENT

Event _____

Contact Person: _____ Phone: _____

Date Requested: _____ Approx. Guest Count: _____

Deposit Refund Information

Name: _____

Address: _____

Refundable Deposit \$ _____

Rental Fee \$ _____

Extra Rental Fees \$ _____

Date Paid: _____ Receipt # _____ Total: \$ _____

By signing this form, you shall indemnify and hold harmless the Town of Brook, and all officers, employees and agents of each entity from all claims, demands, lawsuits or judgements against either or both entities as the result of any damage or injury or as a result of the service of alcohol beverages. Any and all claims are the responsibility of the renter if not covered by their respective insurance company. **No guests are allowed on the stage, Renter is allowed on the stage to turn on and off lights.**

Signature _____

All setup and clean-up of the facility is the responsibility of the renting party, failure will result in the loss of deposit if applicable.

Community Center

Renters responsibility Cleaning Checklist

Kitchen:

- _____ Sweep kitchen floor and wipe up any spots (broom located in middle storage area)
- _____ Wipe down all counter tops
- _____ Scrub kitchen sink and run garbage disposal
- _____ Empty garbage; pit in dumpster in parking lot. Replace liner, clean if necessary

Bathrooms:

- _____ Empty trash cans, clean if necessary
- _____ Sweep floors and wipe up any spots
- _____ Turn out light
- _____ Leave restroom doors open

Open Area:

- _____ Remove anything hung for occasion/including tape used to hang decorations
- _____ Wipe chairs/tables and return chairs/tables to storage location
- _____ Vacuum entire rug area thoroughly (vacuum located in middle storage area)
- _____ Turn out lights
- _____ Lock all doors upon exiting

Please initial each item indicating its completion. Return the key to the Town Hall and this form. A final inspection will be done by the Town before the release of the deposit.

We have the Community Center professionally cleaned once a month; thus the reason to leave it clean when you are finished with your event.

The Town of Brook supplies toilet paper, paper towels, liquid soap for bathrooms, and liners for kitchen garbage can. If you notice the supply is low, please let the Town Hall know.

Thank you, we hope your event was a success and you enjoyed using this facility!

Community Center Renter

Date