



TOWN OF STEADY BROOK
NON-RESIDENT/COMMERICAL
TOWN HALL RENTAL AGREEMENT

OFFICE USE ONLY

Required Fee: _____

Deposit Paid: _____

Receipt #: _____

Verified by: _____

This agreement is between the Steady Brook Town Council and

NAME: _____

GROUP: _____

MAILING ADDRESS: _____

PHONE # _____

POSTAL CODE: _____

to rent the TOWN HALL for the purpose of: _____

on _____ from _____ AM / PM to _____ AM / PM.

The LEASEE will be responsible for any damage, or shortages, incurred while the hall is in their control. The LEASEE must also ensure that proper supervision is always carried out. The security deposit will be refunded if no damages or shortages are incurred. The LEASEEs are responsible for restacking all tables and chairs, turning down the thermostat, closing all windows and doors, removal of decorations, ribbons, balloons and kitchen must be kept tidy. The Town Office **MUST** be notified of any garbage left for pickup. Nails, thumb tacks or picture hooks are **not permitted** to be used on the walls.

PLEASE CHECK THE APPROPRIATE CATEGORY BELOW:

*All rentals include use of kitchen facilities

- Day Time Rental (2hr rental):
 - \$50.00 rental + 200.00 Deposit
 - \$150.00-dollar cleaning fee

 - \$200.00-dollar total non-refundable cost

- Day Time Rental (full day):
 - \$150.00 rental + 200.00 Deposit
 - \$150.00-dollar cleaning fee

 - \$300.00-dollar total non-refundable cost

- Evening Rental (6pm to Midnight)
 - \$200 rental + 200.00 Deposit
 - \$150.00-dollar cleaning fee

 - \$350.00-dollar total non-refundable cost

- Wedding, Corporate Functions, etc:
 - \$500.00 + 200.00 Deposit
 - Rental is for the full day before and the full day of the wedding.
 - Rental ends at 2pm the day after the wedding
 - \$200.00-dollar cleaning fee

 - \$700.00-dollar total non-refundable cost

- Residential Complimentary Usage
 - All Steady Brook Households (or Steady Brook Community Volunteer Groups) may use the facility **once per year** without charge per household.
 - Personal use only. Above fees apply to all business-related rentals
 - \$150.00 cleaning fee required
 - \$200.00 deposit required

- SPECIAL RATES BY WRITTEN REQUEST TO COUNCIL

It is agreed that the rental fee will be PAID IN ADVANCE, DEPOSIT AND CLEANING FEE to hold the requested time and date.

SIGNATURES:

Town Official

Leasee

Amendment Date: August 17, 2023