

HARRISVILLE CABIN

Reservation Contract



Reservation Date: _____

Purpose: _____ Size of Group: _____

Name: _____

Address: _____

Home Phone: _____ Work/Cell: _____

Employer: _____

FOR STAFF USE ONLY (please circle the appropriate amounts and the key#)

Small Group: **\$65** Wedding/Open House: **\$175** Sound System: **\$10**

Receipt # _____

Residency & Age Verification

Driver's License #: _____ State: _____

Utility Bill & Picture ID: _____

Security Deposit: **\$200** Key: **C-1 C-2 C-3 C-4**

For cash deposits please sign and date below acknowledging that cash was returned.

Cash \$ _____ Returned To: _____ Date: _____

Deposit was retained on _____ for the following reasons:

By signing below I agree to the attached conditions and terms.

Signed: _____ Date: _____

THE FOLLOWING POLICIES AND GUIDELINES WILL BE MET WHEN RENTING THIS FACILITY

1. _____ I have provided proof that I am a Harrisville resident who is 18 years of age or older and will be in attendance at the function I am renting the facility for. **I understand that I am the only one authorized to pick up the key and shall accept full responsibility and be liable for those in attendance.**
2. _____ I understand that any violation of the guidelines in this contract will result in forfeiture of the security deposit. If there are any damages to the facility, contents, park grounds, or parking area the deposit will be forfeited.
3. _____ **NO ALCOHOL OR ILLEGAL DRUGS ARE TO BE CONSUMED, STORED, OR BROUGHT INTO THE FACILITY OR SURROUNDING PREMISES, INCLUDING THE PARKING LOT AND PARK AREA.**
4. _____ **NO SMOKING ALLOWED IN THE FACILITY OR ON THE GROUNDS.**
5. _____ **I will provide my own 55 gal trash bags to line the inside cans.** All garbage will be put in plastic bags and placed in the dumpster outside of the building. There will be no garbage left on the tables, chairs, cabinets, or surrounding premises.
6. _____ The facility will be left clean. Floors will be vacuumed, swept, or mopped **as needed**. Cabinets, tables, and chairs will be wiped off, the microwave and stove wiped out, and the refrigerator emptied of food and wiped clean. The rest room floors and sinks will be left clean of garbage and debris.
7. _____ The facility will be used "as is" with no alterations to the equipment, building, lighting, etc. No nails or damaging adhesives are permitted.
8. _____ All decorations will be limited to the main room of the facility. There will be no decorations hung on the walls or ceiling of the new addition. If decorations are used, all traces of the decorations must be removed from the chairs, tables, walls, and log trusses including such things as paper, pins, staples, tape, fishing line, balloons, etc.
9. _____ Removing furniture, appliances, supplies, etc. from the building is prohibited. All tables and chairs must be folded and put away.
10. _____ If the sound system is rented, I will follow the instructions carefully to prevent damage to the speakers and microphones. The volume of any music used must be kept to low levels that will not disturb the neighboring residents. If there are complaints, the music will cease immediately.
11. _____ All reservations will expire at 12:00 A.M. There will be no overnight functions.

12. ____ Cancellations will be accepted up to two weeks prior to the reservation day. A cancellation fee will be retained by the city of **\$25.00**. **After the two week deadline, the entire rental fee will be retained by the city.** (No exceptions will be made.)
13. ____ I am responsible to furnish my own tablecloths, dishtowels, dish soap, kitchen utensils, and any cleaning supplies that may be needed. A vacuum is provided.
14. ____ A security deposit of **\$200.00** (\$250 if renting the sound system) must be left at the time you pick up the key. Renters will be charged for costs above and beyond the \$200 for any stolen or damaged equipment.
15. ____ The key **must** be turned in to the city **the day of or the following day after use.** (Use the drop slot to the left of the front door for returning the key after hours.)
16. ____ The cleaning deposit will be refunded or the check will be destroyed three working days following the reservation day, **if** inspectors find the policies and guidelines were followed. The renter acknowledges that civil or criminal action may be taken against them if damage occurs to the Harrisville Cabin or grounds.
17. ____ The day reserved is the **ONLY DAY the renter may enter the facility.**
18. ____ All non-profit organizations must bring proof of non-profit status and will be determined on a case-by-case basis. Non-profit groups will be required to provide the security deposit and abide by these same terms and conditions.

Cleaning Checklist:

- ____ Floors will be vacuumed, swept, or mopped **as needed**.
- ____ Cabinets, tables, and chairs will be wiped off.
- ____ The microwave and stove wiped out.
- ____ The kitchen sinks left clean.
- ____ The refrigerator emptied of food and wiped clean.
- ____ The rest room floors and sinks will be left clean.
- ____ All garbage removed to the outside dumpster.

Please make sure all windows and doors are locked prior to leaving.

Thank you for being considerate of the "Harrisville Cabin" property