

## Town Hall Rental Rules

- **Please keep children off of the stage!** If curtains are ripped or damaged, you will be held responsible.
  - Absolutely **no pets** allowed!
  - Your rental fee includes the use of the cultural hall, the kitchen, and the bathrooms. **Keep out of all other rooms** unless you have permission to be in them.
  - **Empty garbage cans** when you are done including those in the bathroom. There is a dumpster located on the west side of the building.
  - **Wipe the counters in the kitchen and any spills in the fridge and or oven. Mop if necessary.**
  - **Make sure all toilets are flushed** and any toilet paper is picked up off the bathroom floor. **Do Not Leave Any Dirty Diapers In The Bathrooms!**
  - Please make sure you **wash and put away any dishes** that you use from the Town Hall.
  - Make sure **EVERYTHING is emptied out of the fridge!**
  - Leave Town Hall as you found it. There are vacuums in the west hall. Please make sure you **vacuum ANY debris-** food, dirt, grass, etc.
  - If you have any questions, you can contact Amanda at 801-310-5589.
- 
- Rentals are 75.00 for half day, 150.00 for full day with an additional 75.00 fully refundable cleaning deposit.
  - Half day reservation times are 8am-2pm and 3pm-9pm

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Phone number: \_\_\_\_\_

- I understand that the payment for my town hall rental must be mailed to  
PO BOX 224 Wallsburg, Ut 84082  
two weeks before the date I have reserved.
- I am **responsible for any and all damage** that occurs while I have the town hall reserved. I.e.: curtains, carpets, tables, chairs, walls, drapes, etc.
- I am **responsible for leaving the town hall clean**. This means as clean as or cleaner than when I entered the building.
- I understand that my 75 dollar cleaning deposit should be a **separate check placed in an unsealed self addressed, stamped envelope**.
- I understand that all of the above standards must be met in order to get my cleaning deposit back. **Wallsburg Town reserves the right to withhold cleaning deposits at their discretion.**

I have read and agree to these terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date