

**Ryal Side Civic Association
Civic Center Rental Contract**

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1. Person renting the hall **must be in attendance** at the stated function at all times and will be responsible for:
 - a. All damages to the hall and property.
 - i. The Civic Center is a **smoke free** facility.
 - b. Cleaning up the hall after use and taking all rubbish that is generated, including bathrooms.
 - c. Parking: Please be aware that there are only 4 – 5 spaces available in front of the Civic Center. All other parking **MUST** be street parking. Do not block driveways. Please adhere to orange cones and signs. We can only continue renting the hall if renters and guests are courteous to our neighbors. **You are responsible for your guests!**
 - d. Shutting off the inside lights, air conditioner, and turning the thermostat down to 55 when leaving.
 - e. Underage persons shall not be served liquor, beer or wine.
 - f. All activities may start no earlier than 9:00 am and must end by 11:00 pm.
 - g. All phone calls will be charged to you. We are charged for every phone call made, even local calls.
 2. For RSCA members, a \$75 donation will be accepted for the use of the hall for the first 6 hours and \$10 for each additional hour, with a refundable security deposit of \$50. The donation for non-members and out-of-town renters is \$100 for the first 6 hours and \$10 for each additional hour, with a refundable security deposit of \$50. **Security deposit must be a separate check.** After the hall has been thoroughly inspected, and as long as provisions A through G have been adhered to, your security deposit check will be shredded 10 days after the function. If you wish to have your security deposit check returned to you, please include a self-addressed stamped envelope. If we don't receive a self-addressed stamped envelope, your security deposit check will be shredded.
 3. The key for the hall can be picked up the morning of the function unless alternative arrangements have been made, and returned within 24 hours after the function.
 4. In case of emergency, please contact Joaney at 978-922-5107.
 5. Cancellation Policy: We must be notified 1 week prior to your function to receive your security deposit check back.
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Type of Function: _____

Number of People: _____ Date of Function: _____

Begin Time: _____ End Time: _____

Renter's Name: _____

Renter's Address: _____

Renter's Phone: _____

I am reserving the hall of the Ryal Side Civic Association and agree to all the conditions above. I fully understand that my security deposit of \$50 will not be returned if any of these conditions are not met.

Signature: _____

Date: _____