

GREENWOOD TOWN HALL RENTAL FEES

To Reserve the Hall, one must contact Pat Trancheff (750-3537)

A Damage Deposit equal to the rent must be included in the payment

Deposit and Rent is due when reserving the hall-no later than 10 business days before the day of rental

The payment shall be made out to Greenwood Township

The Deposit will be refunded at the next business meeting following the rental as long as there are no damages

Renters are responsible for:

1. Wiping down all tables and chairs and putting away
2. Washing all dishes, drying and putting away
3. Washing out all coffee pots, pans, utensils, etc. and putting away
4. Removing all trash, decorations, etc.
5. Removing any personal items from the kitchen or hall
6. Ensuring that all lights and heat are turned down (heat no less than 60)
7. If leaving the building, be sure that the main entry door is locked
8. Checking the parking lot for any debris that guests may leave behind
9. Ensuring that the use is within the time specified in the rental agreement

RENTAL FEES:

SMALL EVENTS:

\$50 Rent/\$50 Damage for events under 4 hours
Less than 30 persons

\$100 Rent/\$100 Damage for events over 4 hours
Less than 75 persons

LARGE EVENTS:

\$200 Rent/\$200 Damage for full day events such as
Wedding related, anniversary related, etc.
Less than 100 persons

WITH ALCOHOL:

In all cases, any event with alcohol will be subject to the following:
\$100 Additional Fee-Non Refundable
Renter shall retain an off-duty policeman to be on premises at all times and provide the township with the name and official capacity of that person
Renter shall provide certificates of insurance indicating that there will be alcohol provided by either the renter or by the guests

Items not allowed:

Confetti or other shredded type of materials
Liquid filled balloons
NO open flames of any type