



Date Approved: _____
 Deposit Amount Returned: \$ _____
 Date of Returned: _____

**Marvin Village Hall
 Facility Rental Agreement**

Name: _____ Phone: _____
 Address: _____ City, State, Zip: _____
 Email: _____ Organization: _____
 Event: _____ Event Date: _____
 Event Time: _____ Desired Space: _____
 (Rental time includes setup and cleanup) (Council Chambers, Community Room, Conference Room, Grounds)
 Number of Guests: _____ Number of Vehicles: _____

Maximum occupancy of the Council Chambers is approximately 64 persons, while maximum occupancy of the community room is approximately 20 persons. The front conference room seats 6-8 people. While there are no limits for outdoor events, renters should be mindful of the limited parking available. These occupancy limits include all persons, regardless of age and include all contract vendors and staff.

	<i>Council Chambers</i>		<i>Community Room</i>	
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>
Security Deposit	\$500	\$500	\$300	\$300
Rental Fee (Hourly)	\$100	\$150	\$50	\$75

	<i>Front Conference Room</i>		<i>Grounds / Parking Lot</i>	
	<i>Resident</i>	<i>Non-Resident</i>	<i>Resident</i>	<i>Non-Resident</i>
Security Deposit	\$300	\$300	\$300	\$300
Rental Fee (Hourly)	\$25	\$40	\$50	\$75

Security Deposit (Refundable): _____ **Amount Paid (Cash or Check):** _____
Rental Fee: _____ **Amount Paid (Cash, Check, or Credit):** _____
Total Balance _____ **Amount Paid (Cash, Check, or Credit):** _____

Village Hall Facility Rental Policy and Liability

I acknowledge that I have read, understood, and agree to the terms and conditions set forth in the Village Hall Facility Rental Policy, the terms of which are incorporated into this rental agreement. Failure to comply with this rental agreement, including the policy may result in forfeiture of security deposit, rental fees and/or being prohibited from future facility rentals. I understand and agree that I am liable for any damages arising from the rental, including those caused by my guests. I understand that the Village of Marvin and its employees will not be held responsible for any claims resulting from use.

Signature: _____ Date: _____