



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, Conference Room, Grounds)  
 Number of Guests: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Maximum occupancy of the Council Chambers is approximately 64 persons, while maximum occupancy of the conference room is approximately 15 persons. 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.

	<b>Council Chambers</b>		<b>Conference Room</b>		<b>Grounds/Parking Lot</b>	
	<b>Resident</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Security Deposit</b>	\$200	\$200	\$200	\$200	\$200	\$200
<b>Rental Fee (Hourly)</b>	\$25	\$50	\$15	\$30	\$10	\$20

**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: \_\_\_\_\_