



Township Hall Rental Policy

1. Any decorating, which will be done prior to the rental time/date, shall be up to the Township's discretion. We will not permit affixing anything to the walls or ceilings in the hall. A roll of blue painter's tape will be provided for the purpose of putting up wall decorations. All decorations must be removed prior to the end of the rental period. Any decorations left in the hall will be disposed of.
2. The Township will not accept any responsibility for any special cakes or decoration brought into the hall prior to the rental period.
3. Smoking is strictly prohibited in the building. Cigarette waste is to be cleaned up from around the outside of the building following the rental event.
4. The Township does not provide sound equipment and/or loud speakers.
5. Do not drag tables /chairs across the floor. All tables and chairs must be returned to the configuration in which they were found prior to the rental event.
6. It is the responsibility of the renter/caterer to ensure that the kitchen and bathroom facilities are left clean at the end of the rental event. All counter tops, cabinets, sinks and appliances are to be wiped down. Garbage must be bagged and put into the provided containers. All leftover food and beverages must be removed from the hall after the rental event.
7. No open flames (i.e. candles, oil lamps, etc.) are allowed within the hall. "Sterno" is the only open flame product approved for use. They must be used with chafing dishes only. Do not dispose of any used, or partially used, "sterno" containers at the hall.
8. The Township does not supply any of the following items: cooking utensils, dishes, glasses, silverware or table linens. Cleaning supplies such as soap, cleanser and towels are provided.
9. Beer and wine are permitted on the premises, **but cannot be in glass containers**. Liquor is prohibited. If beer and/or wine is going to be served, it must be provided free of charge. Evidence of Host Liquor Liability Insurance coverage must be provided, with policy limits of \$1,000,000 per event, and Greenwood Township must be shown as an additional insured. Insurance must be in the name of the person or organization renting the hall. All beer and wine must be removed from the premises at the end of the rental event. Under no circumstances shall minors be served any type of alcoholic beverage.
10. With the exception of a 'seeing eye dog', no pets or animals will be allowed in the hall.
11. No rental event shall run past 2:00 am.
12. All lights in the hall must be turned off upon leaving the facility. All entrances will be secured and locked when leaving the building, either during the event or at the end of the rental event.
13. Keys can be picked up the day of the rental event, and must be left on the table by the door at the end of the rental event.
14. All State and Federal laws must be followed and obeyed.

I understand and agree that all parties occupying the Township property during the rental event will abide by all of the rules and regulations set forth, and will be monetarily responsible for any damages that might occur while on the property.

Signature: _____ Date: _____