

## CITY HALL BASEMENT RENTAL AGREEMENT

1. A rental fee of \$25 per hour or \$125 for anything 4 hours or over is to be **paid in advance**. A kitchen area is available for an extra fee of \$25 (provide your own utensils and the kitchen must be cleaned after use). For special events a deposit of \$100 is required which will be returned if facility is left in good condition.
2. Setting up and putting chairs up are the responsibility of the person or organization renting. No City property may be removed from the premises. **Please lift the tables and chairs when moving to prevent the floor from being damaged. Tables should be placed against the wall standing up when finished. DO NOT FOLD UP TABLES!** Any outside furniture used for this function must have protective footing and must be removed immediately after the function.
3. **NO SMOKING OR DRUGS PERMITTED ON THE PREMISES. NO PETS ALLOWED.**
4. The meeting or function must end by 2:00 am. All decorations must be removed immediately after the function. (any excessive or unusual decorations must be preapproved by City Hall). All trash must be removed (a dumpster is located at the far end of the City Parking Lot behind Smokey Rays Restaurant).
5. An entrance key will be provided. This needs to be picked up before 4:30 pm. It must be returned to the City Office the following day. (if the function occurs on a weekend, return key on Monday).

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Name \_\_\_\_\_ Rental Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Function \_\_\_\_\_

I, \_\_\_\_\_, representing \_\_\_\_\_

Do understand that my group and I will abide by all the rules set forth above and agree we are monetarily responsible for any damage to the premises over and above normal wear and tear for our use of the premises of the Philippi City Hall Basement.

Signature \_\_\_\_\_

### Office Use Only

Date: \_\_\_\_\_ Person taking reservation: \_\_\_\_\_

Kitchen rental: Yes \_\_\_\_\_ No \_\_\_\_\_ Condition after departure: \_\_\_\_\_

Key # \_\_\_\_\_ Key returned in on: \_\_\_\_\_ by: \_\_\_\_\_