

Village of Shiloh Klucker Hall

14 Park Dr. Shiloh, Illinois 62269
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(Mailing Address: 1 Park Dr. Shiloh, Illinois 62269)

CONTRACT FOR MAIN HALL RENTAL

NAME: _____ DATE OF RENTAL: _____
ADDRESS: _____ APROX. # OF PEOPLE: _____
CITY/ST/ZIP: _____ STARTING TIME: _____
PHONE: _____ TYPE OF EVENT: _____
Driver's License #: _____

MAIN HALL RENTAL: \$550.00 - DEPOSIT: \$300.00

Rental fee is due one month before the event. We accept check or cash. Deposit may be refunded if facility is left in clean condition and items 4-10 are completed

Cancellations: Deposits may be refunded up to 30 days of the event as well as cost of hall. If less than 30 days the renter loses deposit only.

1. This area seats 225 people.
2. Rental is for 8 hours and may not exceed 12:00 a.m. with one half hour allowed to vacate the hall. Renter is held responsible for any damages made to the hall and loss of equipment from the kitchen.
3. Renter will be given a key to Klucker Hall and will assume responsibility for decorating, special setups, deliveries, and caterers.
4. _____ Tables need to be covered and please no tape on the walls.
5. _____ Please make arrangements with the Village if you need extra time for taking down the decorations and returning of special tables.
6. _____ Renter is responsible for disposal of all leftover food, emptying all trash receptacles, placing trash in the dumpster located next to Klucker Hall and cleaning of floor.
7. _____ If using the kitchen, please wipe off stove, prep table and clean any spills in refrigerator.
8. _____ Please check the restrooms (flush toilets, faucets turned off and lights turned off).
9. _____ Please turn off all lights in the hall.
10. _____ Please return the key in the drop box inside the basement of Klucker Hall.

The Village of Shiloh will not be held responsible for injuries, accidents or any lost articles from guests or renters.

You may pick up the key on _____ between the hours of **8:00 a.m. and 4:00 p.m.** at the Municipal Building at 1 Park Drive.

Renter Date Village Representative Date

Office Use:

Deposit Fee: \$ _____ Cash Check # _____ Date Deposit Fee Paid: _____

Rental Fee: \$ _____ Cash Check # _____ Date Rental Fee Paid: _____

Returned Deposit: Date: _____ Received by: _____ Date Mailed _____