

# Village of Shiloh Klucker Hall

14 Park Drive --- Shiloh, Illinois 62269

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

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## CONTRACT FOR BASEMENT RENTAL

NAME: \_\_\_\_\_ DATE OF RENTAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APROX. # OF PEOPLE: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_ STARTING TIME: \_\_\_\_\_

PHONE: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**BASEMENT RENTAL:**        **Resident: \$200.00 - DEPOSIT: \$300.00**  
        **Non-Resident: \$400.00 – DEPOSIT: \$300.00**

*Rental is due one month before the event. We accept checks or cash. Deposit may be refunded if facility is left in clean condition and items 4-11 are completed. Cancellations must be made **48 hours before the event** for the deposit of \$300.00 to be refunded.*

1. This area seats 120 people.
2. Rental is for 8 hours and may not exceed 12:00 a.m. with one half hour allowed for to vacate the hall after clean-up. 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.
5. \_\_\_\_\_ Please no tape or tacks on the walls or ceiling tiles and grids.
6. \_\_\_\_\_ Removable command hooks are permissible at your own risk.
7. \_\_\_\_\_ Please make arrangements with the Village if you need extra time for taking down the decorations and returning of special tables.
8. \_\_\_\_\_ 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.
9. \_\_\_\_\_ If using the kitchen, please wipe off stove, prep table and clean any spills in refrigerator.
10. \_\_\_\_\_ Please check the restrooms (flush toilets, faucets turned off and lights turned off).
11. \_\_\_\_\_ Please turn off all lights in the hall.
12. \_\_\_\_\_ **Please return the key to the Municipal Building the next business day** \_\_\_\_\_

**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 _____	