

Village of Shiloh Klucker Hall

14 Park Drive --- Shiloh, Illinois 62269

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

Village Phone: 632-1022 ext., 119

e-mail: squitmeyer@shilohil.org

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 #: _____ Email: _____

MAIN HALL RENTAL: **Resident: \$550.00 - DEPOSIT: \$300.00**
 Non-Resident: \$950.00 – 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 4-11 are completed.
Cancellations must be made **48 hours before the event** for the deposit of \$300.00 to be refunded.

1. This area seats 200 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.
5. _____ Please no tape, no tacks or sticky hooks on the walls or ceiling tiles and grids.
6. _____ Please make arrangements with the Village if you need extra time for taking down the decorations and returning of special tables.
7. _____ 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.
8. _____ If using the kitchen, please wipe off stove, prep table and clean any spills in refrigerator.
9. _____ Please check the restrooms (flush toilets, faucets turned off and lights turned off).
10. _____ Please turn off all lights in the hall.
11. _____ **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 _____	