

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

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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 or tacks on the walls or ceiling tiles and grids. Removable command hooks are permissible at your own risk.
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 _____	