



1 Park Drive • Shiloh, Illinois 62269 • (618) 632-1022 Ext. 119
squitmeyer@shilohil.org

RENTAL CONTRACT

Basement of Klucker Hall - 14 Park Drive

Rental Date: ___/___/___ Start Time: _____ Event Type: _____ Approx. # of guests: _____

Key may be picked up on ___/___/___ between the hours of 8:00 a.m. and 4:00 p.m. at the Municipal Bldg.

Name: _____ Address: _____ City: _____ State _____ Zip: _____

Phone: _____ Email: _____ Driver's License #: _____

An initial deposit of \$300.00 is required to reserve our facility. In order to process refunds in a timely manner, we only accept check or cash deposit payments. Deposit will be refunded if facility is left in clean condition and items 4-11 are completed. Cancellations must be made 48 hours prior to scheduled event for full deposit to be refunded.

Rental fee is due one (1) month prior to scheduled event. We accept checks, cash and credit cards (fees apply).

Resident: \$200.00 Rental Fee Non-Resident: \$400.00 Rental Fee

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 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. *___ No tape, tacks or sticky hooks on the walls or ceiling tiles and grids.*
6. *___ Please make arrangements with the Village if you need extra time to remove decorations and/or to return 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. *___ Check the restrooms, insuring that toilets are flushed and that faucets and lights are turned off.*
10. *___ Turn off all lights in the hall.*
11. *___ Key is to be returned to Municipal Building the next business day _____*

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

Renter

Date

Village Representative

Date

Office Use:

Deposit fee: \$ _____ Cash Check # _____ Payment Date: _____ Refund date: _____ Init: _____

Rental fee: \$ _____ Cash Check # _____ Payment Date: _____