



1 Park Drive • Shiloh, Illinois 62269 • (618) 632-1022 Ext. 119  
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## RENTAL CONTRACT

**Basement of Klucker Hall - 14 Park Drive**

Rental Date: \_\_\_/\_\_\_/\_\_\_ Start Time: \_\_\_\_\_ Event Type: \_\_\_\_\_ Approx. # of guests: \_\_\_\_\_

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 may be picked up on \_\_\_/\_\_\_/\_\_\_ between the hours of 7:00 a.m. and 3:00 p.m. at the Municipal Bldg.
12. \_\_\_ 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.**

**COVID-19 NOTE:** Venues and meeting spaces can resume with the lesser of up to 50 people OR 50% of overall room capacity. Multiple groups are permitted given facilities have space to appropriately social distance and can limit interaction between groups. This includes activities such as conferences and weddings.

Renter	Date	Village Representative	Date
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Office Use:

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

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