

The Village of Brighton

Incorporated 1869
206 S. Main Street
P. O. Box 458
Brighton, IL 62012
(618) 372-8860
Fax (618) 372-0190

Cynthia M Tucker, Clerk

Matthew P Kasten, Mayor

Ashley Lievers, Treasurer

BRIGHTON MUNICIPAL BUILDING HALL RENTAL CONTRACT

Signature of application is liable for any and all damages incurred.
Deposit money will not be returned if any damage occurs.

- No alcohol in the building
- No tape on the auditorium walls (pulls paint off) or ceiling
- Renter to set up and take down all tables and chairs (Return Clean)
- All trash to be taken out to the dumpster at the rear of the building
- Floors must be swept and mopped (broom and mop in janitorial closet in hall, to right of men's room)
- If kitchen is rented, counters and sinks must be cleaned, floors swept and mopped, trash taken out.

If for any reason you need to cancel your Rental
Reservation please let the Clerk know as soon as possible.

Thank you in advance for your cooperation!

BRIGHTON MUNICIPAL BUILDING HALL APPLICATION

NAME: _____
(Please print)

ADDRESS: _____
(Street or P O Box) (City) (State)

PHONE: _____

E-MAIL: _____

REQUESTED DATE TO USE THE HALL: _____

Hall only - \$100 plus \$50 deposit.
*Deposit will be returned after inspection after event date.

Hall and Kitchen - \$150 plus \$50 deposit.
*Deposit will be returned after inspection after event date.

Please check if you want Deposit check destroyed after inspection

OR

Please check if you want Deposit check or cash mailed back after inspection.

I agree to all of the terms of this contract and application.

Signature: _____

Date: _____

OFFICE USE ONLY

Amount Paid: \$ _____ Date Paid: _____

Received by: _____

Hall inspection completed-Deposit Returned

Date: _____

Deposit Mailed

Picked up

Hall inspection completed-Deposit retained

Signature of deposit recipient if picked up