



## The Village of Brighton

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

### BRIGHTON MUNICIPAL BUILDING HALL RENTAL CONTRACT

**Applicant is liable for any and all damages incurred.**

**Deposit money shall be retained if any damage occurs or building is left unclean.**

\_\_\_\_\_ No alcohol in the building

\_\_\_\_\_ No nails on the auditorium walls, doors, tables, or ceiling. No tape on the doors.

\_\_\_\_\_ Tables **MUST** be covered if used for your event.

\_\_\_\_\_ Return the room clean with tables/chairs set up in original meeting format.

\_\_\_\_\_ All trash to be taken out to the dumpster at the rear of the building.

\_\_\_\_\_ Floors must be swept and mopped, if needed. (Broom/mop in closet to the right of men's restroom.)

\_\_\_\_\_ Everything in the kitchen can be used **EXCEPT** the Deep Fryers.

\_\_\_\_\_ Kitchen counters and sinks must be cleaned. No food left behind. All items used must be washed and put away.

\_\_\_\_\_ Both Men & Women's Bathrooms must have toilets flushed, counters clean, & trash taken out.

\_\_\_\_\_ Notice of cancellation must be received at the City Clerk's Office/(618)372-8860 no later than one week prior to the event. Failure to do so will forfeit the rental fee. The deposit fee will be returned.

\_\_\_\_\_ Obtaining Entry-**NOTE**: If doors are locked, please call the Police Dept. at 618-372-4207 Ext. 3

I acknowledge and understand the above rental agreement as put forth by the Village of Brighton.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If for any reason you need to cancel your Rental Reservation, please contact the Clerk one week in advance of event date.

**OVER**

## BRIGHTON MUNICIPAL BUILDING HALL RENTAL APPLICATION

Hall + Kitchen \$125/Day

Separate Deposit \$125

\*Deposit may be returned following inspection after event date.

NAME: \_\_\_\_\_  
(Please print)

ADDRESS: \_\_\_\_\_  
(Street or P O Box) (City) (State)

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

REQUESTED DATE OF RESERVATION: \_\_\_\_\_

Start & End Time: \_\_\_\_\_ (Include set-up & clean-up time.)

Type of event: \_\_\_\_\_

*\*\*If check is returned from bank, there will be a \$35 return check fee. \*\**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Rental Paid: \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

☐ Hall inspection completed-Deposit returned.

Date: \_\_\_\_\_

☐ Hall inspection completed-Deposit retained.

☐ Picked up

\_\_\_\_\_  
Signature of deposit recipient if picked up.

OVER